



POSITION DESCRIPTION

Job Title: Library Custodian I		Department: Library	
REPORTS TO: Library Director	SUPERVISES: N/A		FLSA STATUS: Non-Exempt
Bargaining Unit: AFSCME			Effective Date: July 2018

POSITION SUMMARY

To maintain the condition and operations of the physical plant, equipment, and grounds of the Stillwater Public Library, according to Federal and State regulations.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential function of the position include, but are not limited to the following:

- Maintains the cleanliness throughout the physical plant, including but not limited to: dusting, polishing, straightening furniture; vacuuming carpet, sweeping, mopping, scrubbing, and buffing floors and stairwells; stocking toiletries; cleaning washrooms, etc.
- Repairs and maintains all aspects of the physical plant in good operating condition including its mechanical, electrical, and plumbing fixtures and other equipment.
- Maintains records of all mechanical equipment owned or leased by the physical plant including: purchase date, serial number, parts information, scheduled maintenance/repair dates, and costs.
- Maintains a checklist that consists of regularly scheduled maintenance checks on the physical plant and equipment.
- Requisitions and schedules supplies, materials, and outside contracting work as needed.
- Maintains a safe walking surface by keeping sidewalks and entrances shoveled, sanded and salted, as needed.
- Maintains the grounds and terrace of the Library, including but not limited to: picking up litter, some landscaping, etc.
- Establishes and implements a preventative maintenance schedule for the physical plant.
- Locks doors, shuts windows, turns off lights and secures building as scheduled to ensure building security. Immediately notifies supervisor of any security issues.
- Assembles and installs equipment as needed.
- Recommends building maintenance cost to be included in the budget.
- Performs set-up and takedown of tables, chairs, and other equipment in meeting rooms.
- Performs other duties as assigned or apparent.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education

- High School Diploma or GED Certificate

Experience

- One (1) year of experience in Building Maintenance Services

Knowledge, Abilities and Skills

- Knowledge of cleaning, painting, and repair methods, materials, and equipment.
- Some knowledge of electrical, plumbing, and mechanical maintenance and repair.
- Ability to operate power tools and mechanical cleaning equipment.
- Ability to perform minor plumbing, electrical and carpentry work.
- Ability to recognize and eliminate hazards or report to supervisor for action.
- Possession of initiative to undertake tasks that do not require specific or formal direction.
- Mechanical aptitude and experience.
- Ability to lift heavy materials.
- Ability to work off ladders and scaffolds.
- Ability to communicate both orally and in writing.
- Ability to establish and maintain working relationships with other employees and public courteously and tactfully.
- Positive attitude, flexibility and willingness to perform additional job-related duties or assignments.
- Ability to follow through with assignments in a timely and accurate manner.

Special Equipment

Brooms, mops, cleaners, vacuums, floor buffers, ladders, wrenches, screwdrivers, socket sets, scrub brushes, painting equipment, small power tools and equipment necessary to perform job functions.

Special Requirements

None.

COMPLEXITY

Tasks involve related steps, processes, and methods that require this position to recognize clear differences in a variety of situations.

RESPONSIBILITY

Supervision Needed: This position either (a) carries out work with minimal supervision (i.e., the supervisor sets only goals, priorities, and deadlines; and the employee uses guidelines that cover most situations), or (b) follows the supervisor's directions on methods and desired results but modifies methods to resolve unforeseen situations and problems.

Supervision Given: Low if any coordination of work with other individuals.

Impact: Work product or service affects the accuracy, reliability, or acceptability of further processes or services.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards: While performing the duties of this job, this position:

Strenuous - Frequently runs or Climbs over 50 steps, and/or Exerts up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Surroundings: High Risk - Exposure to extreme heat or cold, and/or working at unguarded heights, and/or exposed to infectious diseases, and/or work around prisoners or mental patients, and/or work around or handle weapons, and/or defending from bodily harm, and/or exposure to smoke and fire.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.