



## POSITION DESCRIPTION

<b>Job Title:</b> Library Custodian Substitute		<b>Department:</b> Library
<b>REPORTS TO:</b> Business and Communications Manager	<b>SUPERVISES:</b> N/A	<b>FLSA STATUS:</b> Non-Exempt
<b>Bargaining Unit:</b> N/A		<b>Effective Date:</b> April 2019

### 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; cleaning windows, mirrors, and other glass surfaces to remove smudges and fingerprints.
- 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.
- 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.
- 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.
- Ability to operate power tools and mechanical cleaning equipment.
- 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.

- 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.**