

Personnel: Job Description: **Facilities and Maintenance Associate**

Approved By: Board

Date: 11/15/2010; Revised: 3/11/2019, 7/13/2020, 12/15/2020, 7/8/24

Goal: Works with Library Director to maintain the library interior and exterior in a way that promotes customer service, appearance, and safety for patrons, staff and the community.

Reports to: Library Director

Part Time – minimum of 20 hours per week flexing up to 29 hours per week as needed. Regular duties plus on call for emergencies and special assignments. Work may include evening and/or weekend hours.

Essential Duties and Responsibilities:

Each Shift:

- Continuously inspects the building and grounds, reporting to the Library Director any needed major or minor repairs.
- Maintains neat appearance of building and grounds, keeping library grounds and outdoor trash containers free of trash and debris. Operates leaf blower to remove leaves and debris from sidewalks and parking lot.
- Keeps meeting room exit hallway clean.
- Sets up meeting room as requested for programs.

As Needed:

- On call for minor repairs, power outages, miscellaneous maintenance, emergencies, furniture and equipment assembly and / or moving.
- Spot cleans floors, carpets, and walls as needed.
- Makes visual checks on all HVAC units (inside and outside the building), reporting problems to Library Director. Oversees scheduled HVAC maintenance as completed by vendor.
- Unlocks the building and monitors contractors when the library is closed, being sure that the building is locked and secure when they leave.
- Unlocks the auditorium for before and after-hours programs. Checks the room and locks up.
- Maintains indoor and outdoor lighting. Replaces bulbs and ballasts as necessary and maintains supply of replacement bulbs and ballasts by requisitioning supplies as needed.
- Replaces flag as necessary. Maintenance Associate will raise and lower the flag according to state and federal declarations.
- Delivers newspapers, magazines and cardboard to recycling center. Delivers hazardous materials to recycling center at least once per year. Delivers electronic materials to recycling.
- When being utilized, installs and removes speed bumps in library entrance drive: remove in late fall for snow plowing, reinstall in spring.
- Communicates with Hubbard School band during football season to set up cones for band truck parking when requested.
- Performs other miscellaneous duties as assigned by the Library Director.

Monthly:

- Pours water in restroom drains once per month.

Quarterly:

- Completes and documents quarterly external building inspection reports in March, June, September, and December annually.

Seasonally and Ongoing as Needed:

- Maintains Mini-park along entrance drive, Sensory Garden, Sensory Walk and StoryWalk, keeping all features free of debris and weeds and reporting any necessary repairs.
- Responsible for lawn mowing and maintenance. Maintains all equipment in good working condition.
- Keeps sidewalks (library walks and sidewalk in front of library) shoveled during winter. Maintains supply of ice melter.

Semi-annually:

- At time change, adjusts timing for outside lighting as necessary, checks function of emergency lighting, and updates all library clocks and changes batteries.
- Keeps rain gutters free of debris, cleaning twice each year, spring and fall. Keeps roof and gutters free of debris - checking roof and HVAC equipment for damage or debris after storms or high winds.

Annually:

- Cleans lint from hand dryers in restrooms.
- Performs panic button response test and changes batteries in each device.

Tasks to be scheduled with a vendor and overseen:

- External window cleaning twice per year – April and September.
- Spring and fall cleanup, pruning, trimming, weeding, and mulching of landscaping. Landscape maintenance includes mini-park, sensory garden, StoryWalk, sensory walk.
- Seasonal tune-ups of equipment, i.e., mowers, blowers, other tools as needed.

Effort Required:

- Stamina for physical work such as moving furniture and equipment, lifting work materials, operating lawn mower and snow blower, climbing stairs and ladders, etc.
- Should be able to lift and carry a 50-pound load.
- Flexibility for bending, lifting, and reaching.
- Must be able to work some hours when the building is not open to the public.
- Should be able to travel to respond to emergency calls, to obtain needed repair parts, and deliver recyclables.