

Building Maintenance Worker

Direct Supervisor: Maintenance Supervisor
Department: Mead Public Library
Version Date: July 12, 2024
Salary Grade: 7 8
FLSA Status: Non-Exempt



Position Summary:

The primary purposes of this position is to supervise assist with the maintenance and repair of the library building, equipment and grounds; and the cleaning of the library

Essential Responsibilities:

1. Perform various duties in the construction, repair and maintenance of the building and infrastructure
2. Maintain the cleanliness of the interior and exterior areas of the library
3. Set up meeting room equipment for programs and activities
4. Monitor security, HVAC and other systems as needed and contact vendors if necessary
5. Load and unload delivery of packages
6. Dispose of trash and recycle applicable materials
7. Run networking cable throughout library
8. Performs general maintenance services such as painting, carpentry, plumbing, ground keeping and snow removal
9. Maintains, troubleshoots and repairs mechanical equipment such as motors, pumps, door, fans, boilers, heat exchangers and controls, electrical controls, building systems and other critical systems
10. Assist with snow removal
11. Maintains building security and enforces library policies for patron behavior
12. Maintain a well-organized workspace so other staff can locate and borrow tools efficiently
13. May provide direct customer service to citizens in the use of library services
14. Report library safety and security matters to management
15. Act as resource for administration in regards to facilities management
16. Perform duties independently with minimum supervision
17. Perform other related work as assigned by the Director or Supervisor

Education & Experience:

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

Qualifications & Skills:

1. Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.
2. The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.
3. Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.
4. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

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Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Above average physical strength and stamina is required while performing the duties of this job.
2. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods.
3. This work also requires lifting, standing, walking and reaching for long sustained periods.
4. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back.
5. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE).
6. The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers’ patronage, and our customers’ gratitude for the quality and value they receive.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City’s Strategic Plan.

Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____