

# **Nevins Memorial Library**

## **Job Description**

### **Job Title**

Custodian & Maintenance Technician, Part Time

### **Position Overview**

This position will be responsible to help maintain a clean and inviting public space in the Library building and surrounding Library grounds. Duties are performed inside and outside the building in all weather conditions. This position reports to the Facilities Manager.

### **Desirable Characteristics**

- Understands and respects people of all ages, cultures, and backgrounds.
- Ability to communicate well and be friendly and helpful when interacting with patrons and staff members.
- Ability to work independently to prioritize and complete tasks as directed.
- Ability to prioritize tasks and maintain composure in an active space.
- Respond to and problem solve in an emergent or unplanned situation such as cleanups and service calls.
- Familiar with the safe use of lawn mowers, snow blowers, leaf blowers, vacuum cleaners and other light equipment is preferred.

### **General Duties**

- Indoor Cleaning duties include, but are not limited to: vacuuming, dusting, washing floors and carpets, replenishing supplies, emptying trash and recycling receptacles
- Indoor and Outdoor Maintenance duties include, but are not limited to: painting, light carpentry and plumbing assistance, changing light bulbs etc.
- Outdoor Grounds cleaning duties include, but are not limited to: emptying trash receptacles, lawn and leaf cleanup, mulching, planting, snow and ice removal by shoveling or snow blowing
- Assist patrons and staff with carrying books, heavy boxes, receiving deliveries etc.
- Set up and take down indoor and outdoor meeting spaces for Library programs and events; move furniture; deliver to and pick up items at offsite locations
- Perform other duties as designated by the assigned Department Supervisor

### **Qualifications**

- At least 3-5 years' experience working in a cleaning and maintenance environment.
- Valid Driver's License

## Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

- **Manual Dexterity:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operation of machinery and equipment; hand tools.
- **Visual/Auditory:** Vision requirements include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- **Language Skills:** Language requirements include the ability to read and interpret packing slips and machinery instructions.
- **Physical Activity:** The work requires agility and physical strength (such as lifting library furniture) and may require lifting at least 50 lbs., and pushing and pulling heavy objects (such as carts, up to 200 lbs.). Employee may be required to climb ladders. Position self to retrieve items on high and low shelving and maneuver in attics and crawlspaces, (including-stooping, bending, kneeling, crawling).

*NOTE: This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs to the employer and requirements of the job change.*

*The Nevins Library is an equal opportunity employer, committed to creating a diverse and inclusive company culture, and our team does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.*

