

# Maintenance Assistant



**GENERAL DESCRIPTION:** Under the direction of the Head of Operations, the Maintenance Assistant supports the Crown Point Community Library’s mission of being a community center for life-long discovery by providing excellent customer service by maintaining the facilities of the Crown Point Community Library with high standards of safety and cleanliness.

**ESSENTIAL FUNCTIONS OF THE JOB** The following is not a comprehensive list but a representative summary of the primary duties and responsibilities.

- Perform routine cleaning and sanitizing duties:
  - Empty all trash containers and remove garbage
  - Vacuum carpet areas and sweep/mop hard floors
  - Clean, sanitize and stock restrooms and fill dispensers
  - Clean and/or dust all flat surfaces including shelving, table tops, and counters
  - Clean and sanitize drinking fountains
  - Clean windows
- Perform snow removal and spread ice-melt
- Perform grounds maintenance and trash pick-up
- Drive library van to transport route as assigned on a regular basis
- Maintain a flexible work schedule and be available to work nights and weekends to support maintenance functions
- Cooperate as a team member with the library staff in performing any duty essential to the achievement of efficient library operations and excellent customer service
- Assist with other projects or activities as assigned

## **OTHER RESPONSIBILITIES OF THE JOB**

- Replace lights, ballasts and ceiling tiles as needed
- Perform deep cleaning and preventative maintenance as directed
- Maintain maintenance area and supplies in neat and orderly manner
- Set up meeting rooms and other library areas to support library programming and events
- Painting as needed

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate effectively and positively



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- Ability to demonstrate excellent customer service to the public and coworkers
- Ability to work harmoniously and effectively with other library staff
- Ability and willingness to assist with special projects
- Ability to follow directions accurately
- Ability to operate snow blower and tractor
- Ability to maintain and operate maintenance equipment

**PHYSICAL DEMANDS:** The physical demands described here are representative of the essential functions of the job. To the extent required by law, reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

- The employee is routinely required to stand, walk, climb, kneel or crouch
- The employee must be able to lift or move up to 50 pounds
- The employee must be able to climb ladders and reach ceiling
- The employee will routinely perform physical labor
- The employee will routinely use the computer for job tasks

## QUALIFICATIONS

- High School graduate or GED/HSE certificate
- Related work experience preferred
- Prior experience with basic maintenance and repair preferred
- Hold a valid Indiana Driver's License

Grade: 2A , \$11.49/hour  
20 hours per week