

Position Title: Handyman Custodian
Department: Maintenance
Hours: Full Time
Pay Grade: 17 (\$20.77 – \$27.16)



Qualifications: High School Diploma or GED
Minimum of two (2) years of facility maintenance experience
Work days/evenings/weekends
Valid driver license, with an acceptable driving record

Position Description: Under direction, the Handyman Custodian ensures the safety, security, maintenance and cleaning of library buildings and grounds.

Essential Duties and Responsibilities:

1. Cleans carpeting
2. Mops hard floors
3. Cleans furniture, shelves, equipment, restroom fixtures, and glass in windows/doors
4. Empties trash containers
5. Assists in maintaining safety and security of buildings and grounds
6. Ensures that electrical, plumbing, mechanical and HVAC systems are maintained in good condition
7. Ensures that emergency, safety and security equipment is inspected on a scheduled basis
8. Performs preventive maintenance and repair on buildings, grounds, furniture, plumbing fixtures, equipment and vehicles
9. Monitors and submits reports on the condition of the building, grounds, and equipment, including recommendations for repairs and updates
10. Assists with Program Room setup and teardown on a daily basis
11. Assists with incoming donations of materials and deliveries

Required Abilities:

1. Ability to lift and move a minimum of 50 pounds
2. Ability to perform repeated reaching, bending, climbing, and squatting
3. Ability to maintain confidentiality and use appropriate judgment in handling information and records
4. Ability to work accurately with attention to detail
5. Ability to arrange items in alphanumeric and/or subject order
6. Knowledge of inspection and safety evaluation methods
7. Knowledge of building, grounds and equipment maintenance requirements

NOTE: This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Marion Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

Employee Acknowledgement:

I have read and understand this position description.

Employee

Date