

JOB DESCRIPTION – LANCASTER PUBLIC LIBRARY

POSITION TITLE: Assistant Facilities Custodian
JOB GRADE: 2
JOB CLASS: Non-Exempt – May be Full-time or Part-time
REPORTS TO: Facilities Custodian

Job Summary: This position is responsible for, under the direction of the Facilities Custodian, general maintenance of the building, grounds, and library truck, as well as providing maintenance support to branches and book warehouse.

Responsibilities:

Under the direction of the Facilities Custodian – assist with or independently complete the any or all of the following duties:

1. Maintain and improve the mechanical operation of buildings and grounds by performing tasks personally or facilitating the work of contracted maintenance service providers.
2. Maintain an inventory of materials and supplies related to custodial operations and notify Facilities Custodian as items need to be replenished.
3. Maintains and improve the cleanliness, sanitation, and safety of buildings and grounds.
4. Assist Facilities Custodian in maintaining the library's equipment: computers, photocopiers, printers, fax machines, telephone equipment, etc.
5. Works cooperatively with Friends' groups, providing assistance in matters related to used book donations and sales and other events.
6. Responsible for transporting and overseeing work release/community service personnel as directed by Facilities Custodian.
7. Under the direction of Facilities Custodian, performs preventive maintenance and initiates calls to designated repair contractors for vehicles and equipment.
8. Takes emergency action necessary to respond to urgent situations and informs Facilities Custodian, Director of Accounting and Finance and Executive Director of event as soon as possible.
9. Attends library staff meetings as necessary.
10. Keeps Facilities Custodian apprised of all departmental activity.
11. Performs other miscellaneous duties as assigned by-the Facilities Custodian.
12. Maintains confidentiality and ethical behavior in all library matters.

Qualifications: High school diploma or equivalent. Minimum of 1-3 years of related experience required. Knowledge of plumbing, electrical and mechanical theory is a plus.

Knowledge, Skills, Abilities:

- Ability to work on-call in the event of a facilities-related emergency.
- Must be able to work varying schedules that may include weekdays, weeknights and weekends.

- Must possess a valid Pennsylvania Driver's License that is in good standing and must be able to drive Library's vehicles. Must be able to provide own transportation to offsite meetings and other locations from time to time.
- Knowledge of state, county, city code regulations and OSHA requirements.
- Ability to climb ladders as high as two stories to complete maintenance duties.
- Knowledge of safe work practices and proper usage of tools and equipment.
- Ability to keep accurate records.
- Possesses strong written and verbal communication skills.
- Basic computer competencies in a Windows environment (Word, Excel, Outlook).
- Ability to handle, lift, move, shift library materials weighing up to 50 lbs; wheel book carts weighing up to 125 lbs; stand, sit, kneel, walk, stoop, reach repeatedly throughout the workday.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Updated September 2014