MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: January 1999

TITLE: Assistant Custodian (Part-time) REVIEWED/REVISED: 3/14/07, 3/9/12

SECTION: Maintenance

SUMMARY

Under supervision of the Senior Custodian, the employee in this position performs cleanup and minor preventative maintenance of the library building and grounds to ensure the comfortable, clean, convenient, and safe operation of the library for both its patrons and staff. The position requires knowledge of library safety procedures and policies as well as a high degree of confidentiality and some independence.

DUTIES/EXAMPLES OF WORK

MAINTAINING BUILDING AND GROUNDS (80%)

1. Performs assigned maintenance of the library building’s public areas, staff work areas, storage areas, halls, stairways, and offices in a clean, orderly, safe and sanitary manner.
2. Empties trash receptacles and readies trash for regular garbage pickup. Keeps up-to-date on recycling procedures.
3. Performs year-round upkeep of the library grounds through cutting grass, raking, pickup of litter, shoveling/blowing snow, sanding walks, and care of shrubbery and plantings.
4. Performs upkeep of the library’s physical appearance by carrying out secondary tasks including painting, carpentry, electrical work and plumbing.
5. Performs routine arrangement of library furnishings and meeting room setup as necessary.
6. Assists with planning and execution of building, carpentry and grounds projects.

OPERATING AND PERFORMING PREVENTATIVE MAINTENANCE ON LIBRARY EQUIPMENT (10%)

1. Operates equipment including fire protection equipment, elevators, floor and carpet cleaning apparatus, carpentry equipment, lawn care and snow removal tools, etc.
2. Performs minor preventative maintenance on equipment including floor and carpet cleaning apparatus, carpentry equipment, lawn care and snow removal tools, etc.
3. Makes recommendations for major repairs or maintenance work as needed.
4. Performs other maintenance or repair work upon instruction of the library director or his/her designee.

MAINTAINING ADEQUATE SUPPLY INVENTORY (5%)

1. Maintains an orderly and sufficient supply of cleaning materials and maintenance supplies. Promptly notifies supervisor of re-ordering requirements.

OTHER (5%)

1. Assists with preparation of annual budget.
2. Acts as liaison for inspectors and service vendors in the absence of the Senior Custodian.

KNOWLEDGE AND ABILITIES

1. Ability to do minor plumbing and electrical repairs, carpentry and painting projects.
2. Ability to follow detailed directions.
3. Ability to quickly and efficiently carry out custodial tasks according to a regular schedule and with a minimum of supervision.
4. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
5. Demonstration of good character as determined through a background investigation.
6. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
7. Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment.
8. Working knowledge of English grammar and spelling.
9. Working knowledge of building systems including security, heating and air conditioning, fire protection equipment, controls operation, and maintenance.
10. Ability to use computer and computer software for management of building systems, meeting room setups and email.
11. Working knowledge of lawn and shrub care.

# PHYSICAL DEMANDS OF POSITION

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: using hand tools, painting, hammering, operating switches and valves.
5. Grappling, climbing using legs and arms, and balancing.
6. Handling: hoeing a garden plot, sweeping, mopping, and dusting.
7. Lifting and carrying: up to 60 pounds.
8. Pushing and pulling: objects weighing up to 150 pounds.
9. Sitting, kneeling, crouching and crawling.
10. Standing, walking, stooping, climbing using legs and feet.
11. Talking and hearing, use of telephone.

# MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor.
3. Ability to deal with abstract and concrete concepts.
4. Ability to interpret technical regulations and instructions.
5. Communications skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
7. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
8. Time management: set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours: early morning hours; some evening and weekend hours.
2. Hazards: use of commercial/industrial cleaning chemicals. Some climbing involved in upkeep of lighting fixtures and maintenance of interior and exterior walls and ceilings.
3. Inside work environment: 75% or more.
4. Outside work environment: up to 25%. Winter snow shoveling and sidewalks maintenance. Spring through fall grounds maintenance of grass and shrubs and building exterior upkeep.

EQUIPMENT USED

Basic cleaning equipment, including standard hand tools, broom, vacuum cleaner, carpet cleaner, lawn mower, shovel, snow blower, fundamental carpentry tools, other equipment as technology advances.

EDUCATION AND EXPERIENCE

1. High school diploma.
2. Possession of a Wisconsin motor vehicle operator’s license.
3. One year custodial experience.