



**EAST CLEVELAND PUBLIC LIBRARY**

**MAINTENANCE WORKER**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Maintenance Worker</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Reports To:</b>	<b>Facility Manager</b>	<b>Grade:</b>	<b>14 FT/PT Hourly</b>
<b>Department:</b>	<b>Maintenance</b>	<b>Last Revision:</b>	<b>5/11/2017</b>
<b>Approved By:</b>	<b>Board of Trustees</b>	<b>Pay Range:</b>	<b>\$11.00 - \$14.25</b>

**GENERAL SUMMARY:**

Under general supervision, the Maintenance Worker cleans the Library, performs minor maintenance duties and maintains the Library and building grounds. Reviews, completes and submits the East Cleveland Public Library cleaning checklist.

**ESSENTIAL JOB RESPONSIBILITIES:**

Building Maintenance

- Provides general building maintenance for all Library facilities.
- Checks fire and emergency equipment on a regular basis.
- Completes safety checklists.
- Performs routine preventative maintenance on building equipment.
- Changes light bulbs.
- Performs basic routine carpentry, masonry work and painting.
- Washes windows.
- Recommends equipment and purchase of supplies.
- Repairs desks, chairs. Filing cabinets, furniture and equipment, as needed.
- Assists with cleaning tasks, as needed.
- Assembles furniture, as needed.
- Cleans drains, makes basic repairs to plumbing fixtures and related parts.
- Sets up meeting rooms.

Cleaning

- Cleaning and mops restrooms, staff, and meeting rooms, kitchens, entranceways and rooms with tiled floors.
- Vacuums and sweeps all areas of the building.
- Dust and cleans all countertops, shelves, computer desks, tables, and any other surface areas.

- Empties trash cans, recycling bins, and safely dispose of waste on a daily basis or as needed.
- Cleans all sinks, toilet bowls, urinals, refrigerators, microwaves, and ovens in the building.
- Cleans all windows, mirrors inside and out of building as needed.
- May be required to perform other cleaning duties as needed.
- Sweeping and wet mopping floors as needed, stripping and waxing floors, and carpet cleaning.

#### Ground Maintenance

- Maintains Library grounds.
  - Waters flowers and lawn.
  - Rakes leaves.
  - Trims shrubbery.
- Plows and shoves snow, spreads salt on walkways as needed.
- Ensures litter is removed from grounds daily.

#### Delivery Duties

- Picks up and delivers equipment to be serviced by outside contractors.
- Makes routine and other deliveries as assigned.

#### **QUALIFICATIONS:**

- High school education or equivalent.
- Valid State of Ohio Driver's License and an acceptable driving record. have 3 years of experience working in a commercial facility.

#### **OTHER REQUIREMENTS:**

- Attends staff meetings.
- Serves on temporary committees, as requested.
- Performs additional duties as assignments, as assigned.
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Prepares and submits work related records and reports as required
- Performs additional duties and assignments as requested
- Ability to lift 50lbs
- Current valid Ohio Driver's License

East Cleveland Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, East Cleveland Public Library expects that all relationships among persons and employees in the work environment will be professional and free of bias, prejudice, and harassment.

**I acknowledge receipt of this job description, and understand my responsibility to read and comply herein and any subsequent revisions; and I acknowledge receipt of my copy of the job description and that a copy of this acknowledgment will go into my personnel file.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date