

POSITION DESCRIPTION

Position Title:

Building Maintenance Associate

Reports To:

Branch Administrator or Operations Administrator

Supervisory Responsibilities:

Responsible for the overall supervision and direction of courier and custodial staff.

Location of Work:

Reports to the South Lafourche Branch located in Galliano, Louisiana. Travels to library branches throughout the parish as needed.

Hours of Work:

Full time, up to 40 hours per week. Position is non-exempt, thus incumbent is subject to overtime/comp time provisions. Work schedule may include evening and weekend assignments.

Position Purpose:

To maintain the physical library facilities in a condition of operational excellence, cleanliness, and safety, so that full use of them may be made at all times. To supervise and lead a crew of custodial/maintenance personnel whose major responsibility is to provide safe, attractive, comfortable, clean, and efficient facilities.

Essential Functions:

1. Supervises, directs, and participates in the performance of all custodial and maintenance activities with personnel in the library system.
2. Cleans and maintains all major equipment.
3. Assigns, coordinates, evaluates, and directs the work of skilled, semiskilled, and unskilled staff performing building maintenance and repair activities.
4. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, windows, and general mechanical areas.
5. Supervises and participates in the maintenance of library grounds.
6. Supervises and participates in general cleaning and maintenance of library buildings and fleet vehicles.
7. Examines buildings on a regular basis for needed repairs, maintenance, and cleanliness.
8. Conducts an ongoing program of general and preventative maintenance, upkeep, and repair.
9. Consults with Branch Administrator, Operations Administrator, and/or Director regarding the enlistment of branch personnel in identifying and reporting potential maintenance issues.

10. Orders and receives cleaning supplies, cleaning equipment, and paper goods and maintains necessary inventories.
11. Plans and oversees all maintenance and repair work and develops an efficient system for dealing with emergency repair problems.
12. In cooperation with Branch Administrator, Operations Administrator, and/or Director, establishes and recommends priorities on repair projects and cost estimates of these projects.
13. Orders project materials as needed and makes recommendations for equipment purchases.
14. Coordinates general contractors in small-scale remodeling and renovation work.
15. Responsible for the setting up and tearing down of equipment during special programs and events.
16. Assumes responsibility for the general security of the buildings.
17. Assumes responsibility for the general fire safety of the buildings.
18. Will be available to fire and police departments on a 24-hour call basis when building alarms sound.
19. Checks buildings on weekends, holidays, and following weather closures as needed.

Secondary Duties:

Performs other duties as requested by the Director.

Physical Requirements:

Physical agility to sit, stand, bend, stoop, climb, reach and lift objects weighing up to 50 pounds. Visual acuity is necessary to see and read a computer screen, to write and read reports and other materials, to safely operate a motorized vehicle and other equipment, and to perform detailed work. Certificate of good health signed by a licensed physician.

Minimum Requirements:

Experienced driver with a valid Louisiana driver's license and an acceptable/clear driving record. Knowledge of highway laws and safe driving practices. Knowledge of basic vehicle maintenance. Ability to read basic operating instructions and write reports. Working knowledge of the safe work practices and safety precautions utilized in the building trades. Working knowledge of laws and building codes affecting repair and remodeling of buildings. Demonstrated aptitude for the successful completion of tasks. Demonstrated knowledge and expertise in the basic techniques of plumbing, heating, air conditioning, electrical maintenance, carpentry, upkeep of lawn and landscaping, and other general maintenance of Library interiors and exterior grounds. Experience with library custodial services or the equivalent in custodial service in other institutions/industries. Such alternatives to the above qualifications as the library director may find appropriate and acceptable.