

Job Title: Maintenance Specialist	Salary Grade Level: 2	FLSA Status: Non-Exempt
Reports To: Maintenance & Safety Coordinator	Part-Time	Team: Business & Finance

Eckhart Public Library provides opportunities for access, creativity, and discovery at all stages of life while being progressive and proactive to serve their community's evolving needs.

Eckhart Public Library strives to provide an impartial environment in which individuals and their interests are brought together with ideas and information spanning the spectrum of knowledge and opinions. The Library collection contains materials which provide the community with equitable access to information and materials for lifelong learning, enrichment, and recreational reading.

Job Overview

The Maintenance Specialist ensures that Library users have access to clean, well maintained, safe, and secure buildings and grounds.

Essential Functions – What you will do at Eckhart Public Library

- Performs building and grounds maintenance tasks, including but not limited to mowing, leaf-blowing, edging, snow removal, salt application, fountain care, minor repairs, and room set-up and tear-down
- Monitors building safety and security by reporting issues to the Maintenance and Safety Coordinator and managers
- Assists with seasonal maintenance tasks, as assigned by the Maintenance and Safety Coordinator
- Performs regular cleaning duties, including but not limited to sweeping, mopping, vacuuming, waxing, dusting, surface cleaning, restroom cleaning, and emptying trash/recycling
- Required to use motor coordination with finger dexterity, eye-hand coordination, data entry and computer use for accessing information
- Promotes the Library by the practice of good public relations; works and communicates effectively with the public and other staff members
- Performs other duties as assigned

Education and Experience Required – What you need

- High school diploma or equivalent
- Clean driving record
- One year of related building and grounds maintenance experience
- One year of related janitorial cleaning experience
- Experience with use of lawnmowers, snow blowers, and other basic landscaping and general maintenance equipment
- Fluent in English, both oral and written

Preferred:

- Experience in a public library setting

Knowledge, Skills, and Abilities – What you have

- Experience in building and grounds maintenance tasks
- Excellent organizational skills with a high degree of attention to detail, especially as relates to cleaning and maintenance
- Familiarity with library trends, materials, technology and practices; exhibits a willingness to learn other applications as needed
- Knowledge of standard office software such as Microsoft Office applications, including Word and Excel
- Proficient oral and written communication and social skills
- Physical ability to lift 50 pounds and push 100 pounds on wheels
- Ability to stoop, bend, squat, and stretch
- Enthusiasm for public service
- Willingness to initiate and adapt to innovative practices

Eckhart Public Library – Who we are

Eckhart Public Library is a team. All Eckhart Public Library staff members are expected to be professional and respectful with colleagues, and to provide great customer service to our patrons. Staff members must be flexible and ready to adapt to change, passionate about our community and our patrons, able to respectfully and effectively communicate with coworkers, and enthusiastic about taking risks and learning.

All Eckhart Public Library staff members are expected to have a desire and demonstrated ability to serve the public and work with fellow staff members and volunteers with friendliness, tact, and diplomacy. Eckhart Public Library staff must be open to training opportunities by other staff members, and be willing to train others, including staff, volunteers, and patrons.

Eckhart Public Library takes patron privacy very seriously. All staff members of Eckhart Public Library must have a commitment to handling confidential and sensitive information appropriately.

All Eckhart Public Library staff members are expected to abide by the library's mission, vision, and staff values; staff handbook; and policies approved by the Eckhart Public Library Board of Trustees.

Work Environment

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Eckhart Public Library provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

Date Created: August 2, 2021

Date Approved: August 11, 2021