



Job Title: Maintenance Coordinator	Salary Grade Level: 3	FLSA Status: Non-Exempt
Reports to: Development & Capital Projects Manager	Schedule: Part Time	Team: Business Administration

Eckhart Public Library

Eckhart Public Library provides exceptional services, programs, and resources to enrich our diverse community. The Library strives to be a hub for lifelong learning, culture, and community engagement, empowering patrons with access to information and resources.

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

Job Summary

The Maintenance Coordinator is responsible for ensuring that library users and staff have access to safe and secure buildings and grounds, including identifying and performing routine and emergency maintenance tasks, identifying and mitigating safety and security risks, overseeing maintenance and janitorial services.

Essential Duties and Responsibilities

- Identify and perform routine and emergency maintenance tasks or assign tasks as appropriate
- Troubleshoot maintenance issues and determine proper response to problems
- Create and implement preventive maintenance schedules, prioritize repair requests, and allocate tasks to maintenance specialists based on urgency and workload
- Lead and manage a team of maintenance and janitorial staff, providing guidance, training, and performance feedback
- Source and manage relationships with external vendors for repairs, parts, and services, ensuring competitive pricing and quality work
- Ensure all maintenance activities comply with safety regulations, building codes, and company standards
- Maintain accurate records of maintenance activities, including repair details, parts used, and costs, generating reports as needed
- Oversee set-up and tear-down for programs, meetings, outreach and other library events as assigned

- Adhere to all safety regulations and procedures while performing tasks
- Handle confidential and sensitive information appropriately
- Engage in ongoing training and assist in training staff, volunteers, and patrons as needed
- Facilitate the mission, vision, and strategic priorities of Eckhart Public Library
- Serve as a representative of Eckhart Public Library and foster good public relations
- Communicate and work effectively with the public and other staff
- Create and nurture open, respectful, and effective work environments and collaborations
- Adhere to principles of materiality and internal controls
- Perform other duties as assigned

Knowledge, Skills, and Abilities

- Extensive knowledge in maintenance and repair tasks
- Understanding of building systems, mechanical equipment, electrical systems, plumbing, and HVAC
- Experience with use of lawnmowers, snow blowers, and other basic landscaping and general maintenance equipment
- Understanding of and willingness to adapt to environmentally friendly landscaping and lawn care methods
- Knowledge of standard office software such as Microsoft Office or Google Workspace
- Proficient oral and written communication and social skills
- Enthusiasm for public service
- Willingness to initiate and adapt to innovative practices
- Required to use motor coordination with finger dexterity, eye-hand coordination, data entry and computer use for accessing information
- Physical ability to lift 50 pounds and push 100 pounds on wheels, climb ladders, and work in confined spaces
- Ability to stoop, bend, squat, and stretch

Qualifications and Requirements

- High school diploma or equivalent
- At least five years of related experience in a position dealing with facilities maintenance and lawn care
- Fluent in English, both oral and written

Preferred:

- Ten or more years of related experience in a facilities maintenance and/or lawn care position
- Experience in a public library setting
- Experience with outdoor fountains

Part Time Benefits

Paid time off

Deferred Compensation

YMCA Corporate Membership rate

Employee Assistance Program

Eckhart Public Library believes that libraries serve as inclusive spaces for all members of the community, and we strive to reflect that in our hiring practices. The Library is an Equal Opportunity Employer and prohibits discrimination or harassment of any type.

The 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.

Employment with the library is at-will, meaning that either the employee or the library may terminate the employment relationship at any time, with or without cause or notice, subject to applicable laws. Nothing in this job description, employee handbook, or any other communication should be interpreted as a contract for employment or a guarantee of continued employment. Only a written agreement signed by the appropriate Library official may alter the at-will nature of employment.

Date Created: March 28, 2025

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