WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
BARGAINING UNIT POSITION

JOB CLASSIFICATION: Maintenance

REPORTS TO: Facilities Manager

GRADE: 9

POSITION SUMMARY: Responsible for cosmetic repairs and maintenance of WEPL facilities, delivery of library materials to appropriate buildings and occasionally assisting the Facilities Manager with maintenance projects while providing a high level of customer service.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Performs facilities maintenance and repairs not requiring the services of a licensed professional, including carpentry, drywall, plumbing, electrical, HVAC and painting/refinishing
- Delivers library materials and supplies
- Performs grounds maintenance
- Sets up meeting facilities for library programs and special events
- Performs other duties as deemed appropriate by the Facilities Manager

QUALIFICATIONS:

- High School diploma or equivalent
- Valid Ohio motor vehicle operator's license and safe driving record acceptable to the Library's insurance company

KNOWLEDGE, SKILLS, ABILITIES:

- Ability and willingness to learn and perform routine library procedures
- Initiative to recognize and solve maintenance issues
- Ability to follow direction
- Good communication and interpersonal skills
- Familiarity using personal computers
- Basic building maintenance skills
- Ability to work days, evenings, and weekends as required

EQUIPMENT AND EFFORT REQUIRED:

- Must have a reliable means of transportation to fulfill duties of the job
- Ability to safely operate library vehicles, including service van
- Ability to lift up to 50 lbs. and move up to 150 lbs. of weight
- Manual dexterity to perform light maintenance and operate tools and machinery
- Prolonged periods of sitting, standing, walking, bending, stooping, and/or lifting may be required

I have read this job description and discussed it with my Supervisor.

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Employee's Signature Date

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Manager's Signature Date