

Department: Library
Title: Building Maintenance Worker
Division: Maintenance
Reports To: Facilities Manager
Date: October 2019
Status: Nonexempt

The library reserves the right to modify this and every job description in whole or in part at any time.

Work Schedule

Full-time; on call for emergencies except during approved vacation, personal or medical leave time.

General Job Description

Under general supervision, performs cleanup and maintenance of the library buildings and grounds to ensure the comfortable, clean, convenient and safe operation of the library. Performs related work as required.

Primary Duties

- Performs regular inspection and preventative maintenance of the library's HVAC systems of three buildings and promptly notifies the Facilities Manager when major repairs or maintenance work are needed.
- Performs maintenance and general repair of the library building's interior and exterior to ensure that they are in a clean, orderly, safe and sanitary condition.
- Performs year-round upkeep of the library grounds including, but not limited to, cutting grass, raking, pickup of litter, shoveling of snow, sanding of walks, and care of shrubbery and plantings.
- Empties trash receptacles and readies trash for regular garbage pickup. Keeps up to date on recycling procedures.
- Maintains supply inventory of cleaning materials to be used by all facilities and promptly notifies the building maintenance supervisor of re-ordering requirements.
- Performs upkeep of library furnishings and arrangement and meeting room setup as necessary.

Secondary Duties

- Performs upkeep of the library's physical appearance through the performance of painting, minor carpentry, electrical work and plumbing.
- Performs other maintenance or repair duties upon instruction of the Building Maintenance Supervisor.
- When needed, assists staff in maintaining the peace and security of the building and the safety of its occupants.

Qualifications

- High school diploma or GED.
- Minimum one year's experience in maintenance and custodial work.
- Basic knowledge of the methods, materials, tools, and practices needed in cleaning and maintaining building mechanical equipment, carpeting, flooring and furniture.

- Knowledge and ability to use lawn and snow removal equipment.
- Knowledge of basic HVAC software and computer fluency.
- Ability to perform minor electrical, plumbing, and HVAC work.
- Valid driver's license.

Physical Demands

- Requires full range of body motion including standing, sitting, bending, walking, stooping, reaching in tight places, shoveling, mowing and climbing vertical and step-ladders.
- Position involves lifting and carrying up to seventy-five (75) pounds and the ability to push objects weighing up to two hundred and fifty (250) pounds on wheels.
- Manual dexterity and eye-hand coordination when moving library materials or operating automated equipment and power tools.
- Good vision; correctable to 20/20 and in color.
- Clear speaking voice and good hearing.

Service Expectation for All Library Employees

Service, both to our public and internally, is the highest priority for the organization. For positions in public service roles, employees are expected to be scheduled at a public service point for up to 50% of their workweek. For positions where providing programming is a primary duty, up to 25% of work time may be scheduled at a public service point. On occasions of staffing shortages, employees may be required to cover desk shifts beyond the basic percentages listed. Employees in roles without regular public-facing duties may be called upon to assist with tasks outside of their usual work, including but not limited to working public service points or providing support in another way so that coverage may be achieved.

General Requirements for All Library Employees

- Ability to project workplace image of specific job title.
- Ability to adapt to change.
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow library policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in monthly staff, department and management team meetings.

Job Performance Standards

- Actively supports La Crosse Public Library's mission.
- Maintains patron confidentiality and library rights.
- Adheres to library guidelines, work rules and other employee policies.
- Conveys a courteous and professional attitude.
- Fosters and maintains positive public relations for the library within the community.

Required Talents & Leadership Competencies

Talents: service, ethics, arranger, responsibility, creativity, empathy, persuasion

Leadership Competencies: vision, strategic thinking, conflict management, continuous learning, flexibility, team building, customer service, interpersonal skills, oral and written communications

DEFINITIONS FOR REQUIRED COMPETENCIES

Talents

- **Service:** a drive to be of service to others
- **Ethics:** a clear understanding of right and wrong which guides actions
- **Arranger:** an ability to orchestrate
- **Responsibility:** a need to assume personal accountability for work
- **Creativity:** ability to break existing configurations in favor of more effective/appealing ones
- **Empathy:** an ability to identify the feelings and perspectives of others
- **Persuasion:** an ability to persuade others logically

Leadership

- **Vision:** Takes a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action.
- **Strategic thinking:** Formulates effective strategies consistent with the business and competitive strategy of the organization. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential threats or opportunities.
- **Conflict management:** Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.
- **Continuous learning:** Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.
- **Flexibility:** Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution.
- **Team building:** Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust.

- **Customer service:** Balances interests of a variety of clients. Readily readjust priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients. In committed to continuous improvement of services.
- **Interpersonal skills:** Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.
- **Oral communications:** Listens effectively and clarifies information as needed. Facilitates an open exchange of ideas and fosters an atmosphere of open communications.
- **Written communications:** Expresses facts and ideas in writing in a clear, convincing and organized manner.