

JOB DESCRIPTION

POSITION: Cleaning (Maintenance) Technician

LOCATION: All Locations

CLASSIFICATION: 4-Maintenance

HOURS OF WORK: Part-time/20 hours per week (the schedule consists of four days per week, working five hours per shift). Should the library be open on Sundays, some Sunday work will be required.

SCHEDULE

Mondays: 5 hours (Mishawaka Library)

Wednesdays: 5 hours (Harris Branch)

Fridays: 5 hours (Bittersweet Branch)

Tuesdays **or** Thursdays: 5 hours (Mishawaka Library)

The daily shifts will be discussed during the interview: most shifts will be scheduled between the hours of 9:00 a.m.-6:00 p.m. and may vary by location.

WAGE: \$22.00 per hour

FLSA Status: Non-Exempt (Hourly)

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Maintenance Manager

QUALIFICATIONS AND WORK SKILLS:

1. High school diploma or G.E.D. equivalent.
2. Two to 3 years consistent experience working as a cleaning provider &/or in a maintenance department.
3. Strong understanding of cleaning and maintenance practices, procedures and products.
4. Ability to communicate well with supervisors and staff.
5. Valid Indiana driver's license required.

RESPONSIBILITIES AND DUTIES:

Provides general cleaning and maintenance services to support all locations in the MPHPL system.

Essential Job Duties:

1. Performs weekly inspection and detailed cleaning of each location, including cleaning windows, dusting window sills, shelving and baseboards, etc.
2. Participates in the maintenance and repair of assigned MPHPL buildings and contents and completes work orders, as assigned.
3. Assists in the maintenance of building exteriors and grounds.
4. Ensures commercial cleaning services vendor is adhering to daily task lists and reports deficiencies to Maintenance Manager.
5. Paints walls, ceilings and doors, as assigned.
6. Assists in the set-up and tear-down of meeting rooms for programs and events.
7. Completes delivery service between the three branches, as assigned.
8. Performs other job-related duties, as assigned.

PHYSICAL REQUIREMENTS:

1. Ability to perform work involving heights (i.e., ascend to ceiling in a powerlift, rooftop, etc.)
2. Ability to climb a ladder
3. Ability to lift and move up to 50 lbs.
4. Ability, stamina and balance to perform basic movements frequently. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead
5. Ability to occasionally sit for short periods of time while keyboarding
6. Must have a clean driving record to drive library vehicles

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

June 2024