

T. B. SCOTT LIBRARY

JOB DESCRIPTION

JOB TITLE: Maintenance Aide
STATUS: Non-Exempt
REPORTS TO: Maintenance Supervisor
DATE: February 2021

Position Summary:

Responsible for keeping library, offices, and exterior in clean and orderly condition.

Principal Duties and Responsibilities:

May perform some, several, or all of the following duties:

1. Cleans facility including sweeping, mopping, vacuuming, and waxing library and offices. Dusts furniture and equipment. Empties wastebaskets and garbage containers. Cleans shelves, rugs, carpets, and upholstered furniture. Washes walls, woodwork, windows, door panels, and sills. Cleans and sanitizes restrooms and replenishes necessary supplies.
2. Removes snow and ice from sidewalks and steps.
3. Notifies supervisor regarding facility problems or need for repairs/replacements of equipment, furnishings, etc.

Additional Duties and Responsibilities:

Other duties as may be necessary to fulfill the responsibilities of this position, or as assigned by supervisor.

Work Relationships:

Reports to: Maintenance Supervisor

Supervises: None

Scope of Work Relationships: Has daily contact with patrons, staff, and visitors in completing assigned job duties. Contacts to be performed with clarity, courtesy, and tact.

Performance Standards:

- Serves our patrons (students, parents, family members and the community at large).
- Follows all guidelines on confidentiality of records.
- Promotes the teamwork concept within the Library.
- Accepts decisions and works enthusiastically toward achieving goals even when the decision does not conform to individual's personal opinion.
- Completes work in a timely manner while maintaining the quality, accuracy, reliability and thoroughness of the work product.
- Is respectful and pleasant to patrons and co-workers.
- Follows library policies and procedures.

Knowledge, Skills and Abilities Required:

Education/Training: High school diploma preferred. Valid Wisconsin driver's license required.

Experience: One to six months of janitor/maintenance experience recommended.

Skills/Abilities:

- Possesses the ability to interact professionally with a variety of people, dealing effectively with problem situations.
- Follows written and verbal instructions and works independently.
- Demonstrates willingness to continue to learn and improve skills.
- Adapts to change as needed.

Working Conditions:

Job Conditions/Work Location: Work is performed throughout the buildings and grounds. Frequent exposure to dirt, noise, chemicals and solvents, electrical shock and dampness, weather and bodily fluids.

Physical Requirements: Regular standing, walking, stooping, climbing (ladders, inclines and stairs), kneeling, bending, turning/twisting, lifting/moving (up to 50 pounds), pushing and pulling equipment, grasping tools and other items.

Equipment Used: Variety of cleaning equipment including vacuum, mop, broom, scrubber, buffer, etc. Use of lawn and grounds maintenance equipment. Must be able to provide a vehicle for delivery purposes as needed.

Employee Acknowledgement:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee's Signature

Date
