Wadleigh Memorial Library, Town of Milford, NH

Job Title: Building Services – PT

Department: Wadleigh Memorial Library

Grade / Classification: Labor Grade 11, Non-exempt, Part-Time
Up to 25 hours per week as scheduled, town benefit package.

Job Description: This position is responsible for maintaining a clean, pleasant and safe environment for library patrons and staff.

Accountability: Reports to Library Director.

Equipment Used: Machinery with moving parts; hand and small power tools; vacuum cleaner; floor machine; carpet cleaner; snow blower; power lawnmower; lawn and garden tools including trimmers.

Environment: **Inside:** 60% **Outside**: 40%

Normal hours of duty: Typically weekday mornings. Afternoons, evenings or weekends as needed.

Primary duties and responsibilities:

Except as specifically noted, the following functions are considered essential to this position:

- Maintains the library facility, its grounds and library-owned properties (as needed).
- Performs general preventative maintenance to include routine and minor plumbing; heating and air conditioning; electrical; carpentry; locksmith repairs. Schedules annual safety inspections. Schedules, supervises and inspects the work of subcontractors in the library
- In conjunction with the Library Director, plans for ongoing library repairs and maintenance needs and assists the Library Director and Board of Trustees in planning for the future library building project. Makes recommendations with respect to cost savings and improvements in facility efficiency.
- Maintains clean and welcoming interior entranceways on a daily basis
- Monitors performance of building related equipment and components and alerts Library Director to problems or needed repairs or replacements.
- Schedules, supervises and maintains all records of inspections, tests and repairs on building and safety equipment.
- Maintains files on fixtures and equipment containing details of purchase, warranties, instructions for use, service, and repair costs.
- Responsible for the performance of routine library operations including but not limited to opening, closing and securing the building; moving furniture, supplies, books, equipment, etc; and setting up/breaking down the meeting rooms as needed.

- Responsible for maintaining and cleaning the library facility including but not limited to floors, furniture, fixtures, surfaces, book shelves, office areas, kitchen, windows, computer keyboards and terminal screens.
- Washing, waxing and buffing of floors as needed or as determined by supervisor. Arrange for carpet cleaning at least once/year.
- Empties full trash receptacles as needed; Puts trash out for pickup on designated mornings
- Maintains lighting and safety equipment.
- Maintains the grounds and removes dirt, debris, snow and ice as needed from library entrances, walkways and stairways.
- Periodically cleans roof drains and downspouts of leaves and debris.
- Monitors and maintains inventory for all custodial supplies.
- Moves furniture and equipment
- Responds to emergency calls involving building problems and notifies the Library Director in event of emergency.
- Assists staff as necessary.
- Attends library trustee meetings as necessary.
- Recognizes that everyone we come into contact with is a customer; treat all with courtesy, respect and professionalism, striving to exceed customer service expectations.
- Performs other duties as assigned.

Physical Activity Requirements

Primary Physical Requirements:					
LIFT up to 10 lbs:		Frequently	LIFT 11 to 25 lbs:		Frequently
LIFT 26 to 50 lbs:		Occasionally	LIFT over 50 lbs:		Rarely
CARRY up to 10 lbs:		Frequently	CARRY 11 to 25 lbs:		Frequently
CARRY 26-50 lbs:		Occasionally	CARRY over 50 lbs:		Rarely
REACH above shoulder height:		Frequently	REACH at shoulder height:		Frequently
REACH below shoulder height:		Frequently	PUSH/PULL:		Frequently
Hand Manipulation:					
GRASPING:		Frequently	HANDLING:		Frequently
TORQUING:		Frequently	FINGERING:		Frequently
Other Physical Considerations/Requirements:					
TWISTING:	Occasionally	BENDING:	Frequently	CRAWLING:	Rarely
SQUATTING:	Occasionally	KNEELING:	Occasionally	CROUCHING:	Occasionally
CLIMBING:	Occasionally	BALANCING:	Rarely		

Equipment used:
Groundskeeping equipment including snow blower, lawn mower, weed whacker and leaf blower; cleaning equipment including vacuum and rug cleaners, mops and brooms; hand and power tools; switches; timers; office equipment; telephone; security system.

Summary of Occupational Exposures:
Cleaning supplies including fluids, agents, chemicals and solvents; gasoline and oil for lawn equipment; paint; machinery with moving parts; office equipment and associated supplies. Noise; dust; dirt; inclement weather. Work occasionally requires the use of protective gear including gloves, face masks, etc.

Work surfaces: Varies from carpeting, linoleum, tile, concrete, gravel, dirt, grass, roof. Standard office desk and chair.

During an 8 hours day, employee is required to:

Activity	Consecutive Hours	Total Hours
Sit:	varies widely	0 to 2
Stand:	varies widely	0 to 6
Walk:	varies widely	0 to 6

Cognitive and Sensory Requirements:

TALKING:	Necessary for communicating with others.
HEARING:	Necessary for communicating with others.
SIGHT:	Necessary for doing job effectively and correctly.
TASTING & SMELLING:	Smelling required to detect odors.
FUNCTIONAL LITERACY:	Required to understand written instructions and manuals.

Specific Vocational Preparation Requirements

License/Certification Requirements: Valid driver's license.

Training, Skills and Experience Requirements: High school diploma or G.E.D. required. Minimum 1 years' experience in maintenance activities. General knowledge of building mechanics (HVAC, electrical, plumbing, etc). Should be self-motivated and able to work independently.

Other Considerations and Requirements: Should be physically able, as job includes lifting and pushing, climbing stairs and ladders. Must be able to perform various tasks as required in maintaining public buildings. Employee is typically able to work at their own pace. Must possess good oral and written communication skills. Must be dependable. Ability to work evenings and/or weekends if necessary. Must be able to work independently while still being a team worker. Must be willing to learn new processes or equipment. Requires the projection of a positive attitude, a pleasant demeanor, and a commitment to service to the public and library staff.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

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Signature **Date**