

<b>Job Title</b>	<b>Building and Maintenance Worker</b> (Salaried)
<b>Position Summary</b>	Perform semi-skilled and skilled building maintenance work, and performs related duties as required. This employee leads and participates in a variety of tasks including plumbing, electrical, general mechanical repair work, carpentry, drywall repair and painting, and some janitorial as required.
<b>Position Requirements</b>	<p><b>Experience:</b> Experience equivalent to four years of a variety of maintenance and repair, which may involve some supervisory experience. Skilled full-time labor and trades work including, at least three years in building maintenance work.</p> <p><b>Skills:</b> Performs repair work using drawings, blueprints, maintenance manuals, or diagrams.</p> <p><b>Physical Abilities:</b> Be capable of bending, squatting, lifting, crawling, climbing, and reaching. Must be able to lift and carry objects up to 50 lbs. and work at heights up to 35 ft.</p>
<b>Reports to:</b> <b>(SUPERVISION AND DIRECTION)</b>	<p><b>Executive Director</b> Supervised and evaluated by Executive Director with input from the Facilities Committee and Staff.</p>
<b>Working relationships</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains relationships with staff, contractors, visitors and others to provide timely, quality maintenance services.</li> <li>• Reads work orders or receives instructions from Executive Director to determine work requirements.</li> <li>• Attends Facilities Committee meetings and communicates appropriate updates and issues.</li> </ul>
<b>Key result areas and General Physical Activities</b>	<ul style="list-style-type: none"> <li>• Performs basic HVAC repair. Performs routine plumbing tasks such as unstopping commodes, replacing bathroom fixtures and drains and repairing minor leaks. Leads in restorative maintenance projects. Repairs windows, doors, floors, woodwork, drywall or other parts of building structures. Performs routine electrical tasks such as replacing light bulbs, wall switches, wall sockets, and ballast. Performs basic carpentry tasks such as repairing doors, broken windows, installing bulletin boards, installing drywall, shelving, minor roofing repair, and caulking. Paints and decorates the interior and exterior of the building. Leads in grounds maintenance projects. Removes trash and construction waste.</li> <li>• Uses timekeeping software, online training, and email.</li> </ul>

<p><b>Essential Duties</b></p> <p><b>(KEY TASKS)</b></p>	<p><b>Monitoring Processes, Materials, or Surroundings</b></p> <ul style="list-style-type: none"> <li>• Reviews preventative maintenance plans and performs routine preventive maintenance to ensure that equipment continues to run smoothly, building systems operate efficiently, and/or the physical condition of building does not deteriorate. Observes and monitors environment to determine maintenance needs. Monitors inventory and requests supplies as needed</li> <li>• Prioritizes daily, weekly, monthly, and annual maintenance functions related to keeping a building running flawlessly.</li> <li>• Responds to emergency and urgent matters that come up.</li> <li>• Assemble a collection of tools purchased by library to use for building and maintenance purposes.</li> </ul> <p><b>Handling and moving objects</b></p> <ul style="list-style-type: none"> <li>• Moves objects such as large furniture, file cabinets, cubicles, chairs, desks, and bookshelves. Sets up cubicle spaces, meeting and conference rooms, and special events. Unloads truck shipments if needed.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Maintains relevant knowledge, through the direction of Executive Director and Facilities Committee, by reading appropriate material and attending training.</li> <li>• Performs other duties as assigned.</li> </ul>
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Possess a valid driver's license, and operate a car, pick-up truck, or other vehicle.</li> <li>• Possess a minimum of High School Diploma or G.E.D. Certificate.</li> <li>• Be capable of obtaining a scissor lift/aerial lift license, and be comfortable with heights up to 35 feet on a scissor or aerial lift.</li> <li>• Safely lift and carry loads of 50 pounds.</li> <li>• Push and pull heavy loads.</li> <li>• Familiar with safe use of hand and power tools, and associated PPE.</li> <li>• Safely work around moving machinery.</li> <li>• Work in environment with exposure to marked changes in temperature and humidity, and exposure to dust.</li> <li>• Electrical, electromechanical, plumbing, and HVAC troubleshooting skills, and associated PPE procedures.</li> <li>• Be able to be onsite for urgent building matters; this can include nights, weekends, or holidays.</li> </ul>