

JOB TITLE: COURIER/CUSTODIAN/MAINTENANCE

CLASSIFICATION: Full-Time Regular / PT

NATURE OF WORK: performs custodial and janitorial tasks; performs minor maintenance tasks at all locations; evaluates maintenance/repair needs for all locations as to need for outside contractor/service/repair person to do work. Will do deliveries and pick-ups among branches, and pick up and take mail as needed.

EXAMPLES OF WORK PERFORMED: Preventive maintenance of building, grounds, and equipment. Replace light bulbs and filters for the heating/cooling system. Minor plumbing, carpentry, and electrical repairs. Keep the exterior of buildings clean and free of trash; keeps sidewalks clear and free of ice and snow. Shops for library supplies and materials as directed; and other duties as assigned.

SUPERVISION: Performs work under the general supervision of the Assistant Director for Business Management. Supervision takes the form of occasional review of his/her work for efficiency and output.

EDUCATION AND EXPERIENCE: Experience in custodial work and building maintenance; excellent driving record required. A class E driver's license is required. Driving record and police record will be checked.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to work with a minimum of supervision following an established routine; ability to perform maintenance and repair involving some skill in the use of tools common to the building trades; ability to perform all types of laboring and janitorial tasks assigned; physical ability to lift, carry, move 50+ pounds (physical exam and drug test required)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.