



McKinley Memorial LIBRARY

PUBLIC LIBRARY OF NILES

TITLE: Maintenance Aide
GRADE: 1
CLASSIFICATION: Non-exempt
REPORTS TO: Facilities Manager

JOB SUMMARY

Responsible for routine janitorial services of the library and birthplace home. Routine assignments are carried out as needed, and special assignments will be given along with specific instructions and guidance. Position is part-time and is determined by the needs of the library.

QUALIFICATIONS

Education and Experience

Requires a high school degree or equivalent and a minimum of one year of janitorial experience is preferred.

Knowledge, Skills, and Abilities:

- General knowledge of cleaning methods, procedures, and equipment
- Ability to exercise care in the use of cleaning materials and equipment
- Safety conscious and ability to act accordingly
- Excellent communication skills and friendly demeanor
- Ability to follow directions and to multi-task
- Ability to work independently and in a team
- Must possess good judgment and attention to detail

SCHEDULING

Must be able to work a flexible schedule, including evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recognizes unsafe or hazardous conditions and responds appropriately.
- Assists the Facilities Manager in the maintenance and cleaning of the library and birthplace home.
- Replaces light bulbs, cleans fixtures, and washes windows.
- Cleans, dusts, and polishes furniture, equipment, and display cases.
- Sweeps, mops, scrubs, and polishes floors; dusts and cleans offices; washes woodwork and walls.

- Cleans and sanitizes restrooms; refills restroom dispensers.
- Moves furniture and equipment when needed.
- Reports damage to buildings and equipment to immediate supervisor.
- Picks up trash on birthplace grounds.
- Accurate and prompt completion of time sheet.
- Assumes additional responsibilities and performs special projects as needed or directed.

PHYSICAL REQUIREMENTS

- Ability to regularly lift up to 75 pounds and climb stairs and ladders
- Ability to repeatedly reach, bend, stoop, and lift as required to access collections and materials throughout the scheduled work shift
- Manual dexterity and sufficient physical strength to withstand the strain of custodial work
- Travel may be required

GENERAL REQUIREMENTS FOR ALL LIBRARY EMPLOYEES

All McKinley Memorial Library Employees are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of patrons and staff; maintain a positive and pleasant attitude, and be cooperative with coworkers. All employees shall adhere to the library's policies and procedures and support the library's mission within the library and in the community. Employees shall have regular attendance, be flexible with regards to scheduling which includes daytime, evening, and weekend hours; and be in adequate physical condition to fulfill the requirements of the job. Must pass a background check.

This job description explains the nature and level of assignments given to job incumbents. This is not an exhaustive list; therefore, other related duties may be assigned.

ACKNOWLEDGEMENT

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position. It is subject to review and change at any time in accordance with the needs of the library. To perform successfully in this position employees are expected to satisfactorily perform each of the essential work tasks listed above; however, reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements.

I have read this position description and acknowledge my understanding of the requirements set forth herein. I agree to perform the Essential Functions and Other Duties of this position in accordance with the policies, procedures and standards of the library. I understand that signing this job description does not constitute a contract.

Employee Name: _____

Employee Signature: _____ Date: _____

Copy provided to employee by Fiscal Officer on the following date:

_____ Date: _____

Fiscal Officer