

**New Carlisle - Olive Township Public Library    Job Description – Maintenance Specialist**

**SUPERVISOR**

Library Director, Assistant Director

**HOURS OF WORK**

Part-Time 20-25 hours per week

**COMPENSATION**

\$15-\$17 per hour depending on qualifications

**PRIMARY FUNCTION**

Under general supervision, performs maintenance duties including finishing and buffing floors, painting, maintaining light fixtures, serving as library liaison to vendors and contracted workers, Responsible for maintenance, troubleshooting, and repair of the library building and grounds.

**SPECIFIC DUTIES**

Changes light bulbs and ballasts as directed.  
Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.  
Locks doors when rooms are not in use.  
May oversee and/or assist with snow removal activities.  
Weeding of the library grounds, treatment of weeds  
Cleanup of library grounds  
Performs miscellaneous job-related maintenance and repair duties as assigned.  
Assembles furniture and fixtures  
Paints indoor and outdoor surfaces.  
Sets up and breaks down meeting room furniture and equipment.

**QUALIFICATIONS**

High school diploma or GED  
Valid Indiana Driver's License  
Mechanical and maintenance experience and aptitude

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Ability to understand and follow safety procedures.  
Ability to read, understand, follow, and enforce safety procedures.  
Ability to understand verbal instructions.  
Ability to use hand and power tools applicable to trade.  
Ability to operate vacuums and other related equipment.  
Ability to lift and manipulate heavy objects.  
Ability to safely use cleaning equipment and supplies.  
Ability to understand written and verbal communications.

**DISTINGUISHING CHARACTERISTICS:**

Position requires: a) Using power equipment to buff and restore floors and shampoo carpets; b) dusting, mopping, vacuuming, emptying trash and cleaning restrooms; and c) performing routine maintenance to custodial equipment and library building.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.  
Applicants must have the ability to walk, stand, sit, bend, stoop, push, pull, reach, grasp, feel, maintain mobility and balance, work on a ladder, demonstrate good eye-hand coordination, lift up to 50 lbs., see near, far and color, speak, hear, drive vehicles and operate power machinery.

Physical work is a primary part (more than 70%) of job.