

CARBONDALE PUBLIC LIBRARY
Job Descriptions

I. TITLE: Library Custodian / Maintenance Manager

II. PAY CLASSIFICATION: Non Exempt

III. REPORTS TO: Library Director

IV. NATURE OF WORK:

Responsible for the maintenance of the physical condition of the library in order to assure the physical comfort and safety of both the staff and patrons. The job requires the ability to organize one's work, to set priorities, to work without supervision and to perform some unpleasant tasks. The library provides commonly used tools and supplies. Duties also require climbing ladders, as well as working in tight, dark spaces. Handling of some chemical substances such as drain cleaner, ice melt, household pesticides etc., is necessary. Work hours are set as needed by the library. This may include a combination of daytime and evening hours. The ability to lift objects of 50 lbs. or more is required. Some major repairs may be assigned to outside professions, such as licensed plumbers, electricians, carpenters, etc.

V. ESSENTIAL JOB FUNCTIONS:

- Clean and vacuum floors on all levels
- Clean restrooms
- Clean all tables, surfaces, windows, etc.
- Monitor all building systems, such as electrical and lighting, plumbing and HVAC systems
- Make repairs to furniture, shelving and all building systems
- Set-up Meeting Room and other furniture for meetings and other events
- Research and suggest purchase of any custodial supplies and equipment
- Collect bids and advise the Director regarding outsourced maintenance and repairs to the buildings and grounds
- Maintain appearance of the interior and exterior of the library and parking lot
- Provide a clean, safe atmosphere in and out of the building
- Manage the trash and recycling program
- Instruct volunteers on maintenance tasks in consultation with the Volunteer Coordinator

VI. TYPICAL DUTIES:

- Work normal shift which consists of 7.5 hours per day, five days per week. This often could require working early mornings, evenings, weekends or emergency calls.
- Empty wastebaskets as often as needed each day
- Clean floors, table tops, chairs, glass in entry doors, etc. daily or as needed

- Remove trash and recyclables from building to curb for pick-up
- Dust furniture and book shelves
- Clean and mop all restrooms daily
- Wet mop tile floors daily
- Perform a quick security check of the main and annex buildings each morning upon entering
- Sweep/vacuum all floors daily
- Spot clean and deep clean carpets and replace carpet squares as needed
- Clean roof drains as needed
- Check all electrical, plumbing, HVAC, and security systems daily
- Use equipment during daily tasks which include:
 - a) Personal computer and peripherals
 - b) Vacuum cleaner
 - c) Scrubber/buffer
 - d) Troubleshooting devices (electric meter, etc.)
 - e) Hand tools, ladders, standard cleaning tools, etc.
- Maintain a neat, clean and well stocked work area.
- Other duties as assigned.

VII. QUALIFICATIONS:

- Must have a High School Diploma. Stationary Engineers License or equivalent experience, education and certification, and some college preferable
- Minimum two years related experience, commercial janitorial preferred
- Excellent working knowledge of custodial procedures
- Working knowledge of electrical, plumbing and HV/AC systems
- Working knowledge of building maintenance issues
- Basic handyman skills
- Must be able to physically work with cleaners, solvents and other chemicals
- Must possess excellent organizational skills
- Must possess good analytical, problem solving, time management, verbal and written communication skills.
- Must possess basic computer skills (email; spreadsheets; Internet searching for prices, equipment reviews, etc.)
- Must be able to lift heavy objects of 50 lbs or more
- Must be able to climb a ladder
- Must be able to successfully complete all pre-employment requirements such as background investigations, etc.