

Napoleon Public Library - Maintenance Manager

Napoleon Public Library is currently accepting applications for a part-time Maintenance Manager, approximately 20 hours per week. The manager is responsible for the physical condition of the buildings and grounds of the main library and library annex. Under the general direction of the Library Director and in accordance with library policies and Federal, State, and local laws and regulations, completes the efficient operation of maintenance, grounds, and cleaning. Must be in good physical condition in order to perform job duties. Clear criminal record. Must be capable of reading and writing in English. Must be able to follow directions and perform work duties with limited supervision.

Pay: \$9.00 - \$13.00, based on experience

Responsibilities to the Public:

- Provides a clean, attractive and inviting physical environment for patrons
- Actively works with Director and Department Heads to assure that physical environment of each department and building grounds consistently meets expectations of public and staff.

Job Requirements:

- Ability to operate and make minor repairs to tools and equipment used in building maintenance
- Possess a valid Ohio Driver's License
- Have the basic knowledge of the operation of HVAC equipment
- Must possess ability to plan, anticipate needs, and direct actions to accomplish task
- Demonstrate a high level of attention to detail
- Ability to work collaboratively, establish and maintain effective working relationships with Library Administration and library staff
- Must have a positive attitude and be a self-motivator
- Ability to lift heavy boxes and equipment
- Ability to perform duties with minimal supervision

Duties

- Vacuums, mops, buffs, and waxes floors, washes doors, and keeps area free of dust, clean, and orderly
- Clean and sanitizes restrooms and staff room – sinks, toilet bowls, urinals, counter tops, mirrors
- Maintains supplies in restrooms as needed
- Refills paper products and soap dispensers as needed
- Cleans drinking fountains
- Monitors inventory of cleaning supplies
- Orders cleaning supplies for Library facilities, as necessary
- Launders cleaning rags, as necessary
- Performs minor carpentry and electrical repairs
- Waters flowers and shrubs as necessary

- Empties bookdrops during long weekends, holidays, and furloughs
- Installs light bulbs and other fluorescents
- Collects and disposes trash from each department on a daily basis
- Reports and makes minor repairs when possible
- Performs general custodial and maintenance duties, delivers materials and equipment, performs routine maintenance of grounds equipment, (for example, cleans, paints, oils, sharpens, adjusts, etc.)
- Removes snow and ice and applies salt as required to maintain sidewalks
- Cleans all tabletops and desk counters on a weekly basis
- Cleans all light fixtures, as necessary
- Sweeps outside walks and removes litter from grounds
- Secures building when facilities are not in use, checking for unlocked doors and windows, turn off lights
- Basic maintenance functions around the library such as moving shelving units, hanging pictures, repairing equipment, etc.
- Recommends the use of professional electrician, plumber, landscaper, etc. when necessary
- Mows grass and keeps lawn and parking lot clean of leaves and debris
- Assists staff with heavy lifting under the direction of the Director
- Ensures that entrances and exits are clear and free from obstructions
- Ensures that all areas of the building are clean and orderly, free of debris and/or hazards
- Performs other duties as assigned by the Director
- Ensures compliance with OSHA regulations in all facilities
- Conducts daily inspection of the building prior to Library opening.
- Maintains all required licensure and certifications
- Demonstrates regular and predictable attendance
- Maintains confidentiality in accordance with Library policy and all applicable laws and regulations

Physical Requirements

- Extensive mobility; extensive amounts of time spent standing, walking, stretching, bending, lifting, carrying, reaching, pushing moderately heavy loads, lifting weights up to 50 lbs.
- Manual dexterity sufficient to perform lifting, climbing ladders, moving equipment, shoveling
- Will work in adverse weather conditions
- Works directly with cleaning supplies using soaps, chemicals, waxes.
- Routinely works with equipment such as vacuums, etc.