

## **Samuels Library Job Description**

**Position Title:** Maintenance Technician

**Reports To:** Circulation Supervisor

### **Position Summary:**

Under the direct supervision of the circulation supervisor, this position provides general maintenance services for the building and grounds.

### **Major Position Responsibilities:**

- Responsible for the cleanliness of all areas of the building.
- Inventories and maintains custodial supplies.
- Monitors condition of library fixtures and furnishings and reports broken or damaged items to supervisor.
- Responsible for cleanliness of sidewalks and parking lot.
- Responsible for waste disposal and recycling.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities Required:**

- Ability to work independently.
- Ability to operate normal maintenance equipment.

### **Education, Training and Experience Required:**

- No minimum education requirements
- Experience in custodial maintenance required

### **Physical Requirements of the Position:**

This position requires physical agility and strength to bend, reach, lift and carry (up to 50 pounds), and to operate maintenance equipment. The worker is not subject to adverse environmental conditions.