

# PALATINE PUBLIC LIBRARY DISTRICT

## JOB DESCRIPTION

**TITLE:** Maintenance Assistant  
**REPORTS TO:** Facilities Manager

**DEPT.:** Facilities  
**CLASSIFICATION:** Non-Exempt

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### Objective:

Perform duties to provide for the comfort and safety of patrons, and staff while ensuring that the library building is in good operating order, and the needs of library personnel are performed professionally and in accordance with the policies and procedures of the Library District

### Duties:

1. Perform opening procedures for the building.
2. Provide assistance evacuating and closing building as needed.
3. Conduct branch deliveries and perform errands as needed.
4. Set up Meeting Rooms and Story Rooms, and change room set-ups as required.
5. Load, unload, and distribute deliveries.
6. Transport and discard material from Technical Services.
7. Perform interior janitorial duties such as cleaning, vacuuming, sweeping, mopping, and carpet cleaning.
8. Maintain the cleanliness of the exterior building grounds, including parking lots, parking garage, and dock area.
9. Perform seasonal snow removal, salt spreading, weeding, and watering of landscaping.
10. Respond to emergencies, and contact appropriate contractors, and notify Facilities Manager as soon as possible.
11. Monitor building systems including but not limited to HVAC, cooling tower, dry sprinkler system, fire and burglar alarms, and generator.
12. Perform light bulb checks and changes, and maintain building equipment including plumbing, door entry, elevator, snow melt, water heater, and electrical systems.
13. Resolve maintenance issues and notify senior personnel of serious maintenance issues.
14. Provide assistance to other departments; complete work orders including general building maintenance and equipment repair.
15. Clean inside and outside of Library van as directed.
16. Operate a variety of maintenance equipment including but not limited to high lift, John Deere tractor/plow, Library van, pallet jack, and carpet shampooers.
17. May be called in the event of a Library emergency outside of scheduled hours.

Performs other miscellaneous duties as assigned.

**Minimum Qualifications:**

Education:

High school diploma or equivalent, prior training on tools and equipment.

Experience:

- Minimum 2 years maintenance experience.
- Must have valid driver's license and 1 year safe driving record for the year preceding application
- Basic power and hand tool proficiency, and ability to follow directions for product assembly.
- Basic electrical and plumbing repair experience.

Skills:

*Office & Library*

- Ability to work with efficiency, skill, accuracy and appropriate speed
- Knowledge of and ability to carry out policies and procedures
- Ability to read labels in order to comprehend and put in correct order

*Communication*

- Ability to work collaboratively as a member of a team
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to read information from computer monitors
- Ability to adapt communication style
- Ability to communicate skillfully, accurately and pleasantly in person, on the telephone, via email, and online

*Customer Service*

- Ability to use good judgment following procedures in support of library policies
- Ability to empathize and relate to staff needs, exploring beyond the initial question to determine the actual information desired
- Ability to work effectively and courteously with the public and staff
- Ability to work efficiently and calmly during busy periods and with frequent interruptions
- Ability to handle emergency situations in a calm, capable manner
- Ability to provide excellent customer service at all times

### *Organizational*

- Ability to handle multiple tasks and efficiently organize work
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to work in a supportive manner with colleagues and managers
- Ability to consistently complete and follow-up on departmental jobs
- Knowledge of library policies and procedures
- Knowledge of materials/services available at the Library
- Knowledge of physical organization of the building and functions of the various departments within the Library

### *Technology*

- Ability to type and enter data into computer accurately
- Knowledge of Windows platforms and Windows Office Suite (Word, Outlook, and Internet Explorer)

### **Supervisory Responsibility:**

None.

### **Contacts:**

#### *Internal:*

Library staff and management

#### *External:*

Patrons, fire, police, elevator inspectors, and security contractors and mechanical, HVAC, plumbing, and electrical technicians; vendors.

### **Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

Physical requirements include: speaking, hearing and vision ability sufficient to adequately perform the job, ability to lift and carry up to 50 pounds occasionally and transport/push/pull up to 150 pounds of library materials from one library location to another. Duties will require employee to bend, stoop, kneel, squat, crouch, climb ladders and stairs and reach above shoulder level.

### **Working Conditions:**

Work is performed in a typical library environment. Maintenance work will involve exposure to differing temperature conditions, dust, dirt, chemicals,

grease, oil, solvents, fumes, electrical current and water. Will work in inclement weather conditions. Will work at heights well above floor level. Full or part-time position. May require some weekend and evening work.