

# **Maintenance Technician**

## **Summary**

Part-time-approximately 10 hours a week.

Works under the general direction of the Library Director providing maintenance and oversight of the Library Facility.

## **Minimum Qualifications**

High school diploma or equivalent and prior experience.

## **Salary Range**

\$10-\$12 per hour

## **Supervisory Authority**

N/A

## **Job Duties**

- Grounds maintenance, including but not limited to snow/leaf removal, landscaping and minor exterior repairs
- Maintain lighting
- Oversee the systems of the library and report needed repairs
- Work with janitorial service to maintain a clean and safe facility. Dispose of large items to local dump.
- Apprise Director of needed repairs or potential improvements
- Assist the director in coordinating work performed by outside contractors
- Maintains knowledge of the library events to coordinate activities and anticipate additional duties such as hanging banners, moving furniture etc.
- Purchase supplies
- Serve as an emergency contact with Tipp City Police and Fire Department
- Other duties as assigned by the Library Director

## **Working conditions**

Duties are performed both indoors and outdoors and require extended periods of standing, walking, sitting, talking and hearing with occasional periods of climbing or balancing, the pulling, pushing, lifting or carrying of items, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights over 50 pounds are encountered.