

## **JOB DESCRIPTION – FACILITIES/CUSTODIAL ASSOCIATE**

**JOB GRADE:** 3

**JOB CLASS:** Full-Time or Part-Time, Non-Exempt

**REPORTS TO:** Facilities Supervisor/General Accountant/CFO

**Job Summary:** This position is responsible for, under the direction of the Facilities Supervisor/General Accountant/CFO, general maintenance of the building, grounds, and equipment, as well as providing maintenance support to branches and book warehouse.

**Under the direction of the Facilities Supervisor/General Accountant/CFO – assist with or independently complete any or all of the following duties:**

### **Primary**

1. Pay close attention to detail in completing work.
2. Maintain the cleanliness, sanitation, and safety of buildings and grounds including public and staff spaces.
3. Keep all flooring, hard and soft surfaces, clean and free from dirt and debris by vacuuming, mopping, etc.
4. Keep all glass surfaces free from dirt and fingerprints.
5. Regularly clean and stock restrooms.
6. Maintain entrance/s to provide a clean and welcoming environment.
7. Keep furniture and fixtures clean and free from dirt and debris.
8. Use washing machine and dryer to regularly clean rags, mopheads, and other items.
9. Track and maintain an inventory of cleaning and maintenance supplies.
10. Perform or schedule preventive and regular maintenance on equipment and systems, including but not limited to Access Control, Fire/Burglar Alarms, CCTV, HVAC, Plumbing, Electrical, Photocopiers, Printers, Computers, etc.
11. Coordinate with outside vendors and contractors when necessary to maintain equipment and systems.
12. Take emergency action necessary to respond to urgent situations and inform supervisor and Executive Director of event as soon as possible
13. Keep supervisor apprised of all departmental activity.

### **Other**

14. Work cooperatively with volunteers and staff and provide support in matters related to outreach, programming, and fundraising activities.
15. Pack/Deliver to the proper final destination all materials and items in the library that are being decommissioned.
16. Drive Library vehicle to branch locations & book warehouse to provide janitorial services and to deliver supplies and other support to those locations.
17. Drive Library vehicle to partner organizations or vendors in the course of regular work.
18. Attend library staff meetings as necessary.
19. Adhere to all policies prescribed within the Personnel Manual
20. Adhere to all other library policies.
21. Maintain confidentiality and ethical behavior in all library matters.
22. Adhere to the library's Customer Service Policy and promote the library brand.

23. Work cooperatively with all parties in a positive, professional manner.

**Qualifications:** High school diploma or equivalent. Minimum of 1-3 years of related experience required. Knowledge of plumbing, electrical and mechanical theory is a plus.

**Knowledge, Skills, Abilities:**

- Ability to be contacted and work on-call in the event of a facilities-related emergency.
- Must be able to work varying schedules that may include weekdays, weeknights, and weekends.
- Must possess a valid Pennsylvania Driver's License and insurance that is in good standing and must be able to drive Library vehicles.
- Knowledge of state, county, city code regulations and OSHA requirements.
- Ability to climb ladders as high as two stories to complete maintenance duties.
- Knowledge of safe work practices and proper usage of tools and equipment.
- Ability to keep accurate records.
- Possesses strong written and verbal communication skills.
- Basic computer competencies in a Windows environment (Word, Excel, Outlook).
- Ability to handle, lift, move, push, or shift materials weighing up to 100 lbs; stand, sit, kneel, walk, stoop, climb and each repeatedly throughout the workday.

The above job description is not intended as, nor should be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

A PA criminal record check, PA child abuse clearance, and FBI certification are required for all library employees.

**Lancaster Public Library is an Equal Opportunity Employer that prohibits discrimination and harassment of any kind. Our goal is to be representative, at all job levels, of the citizens we serve, and we are committed to creating an inclusive environment for all employees.**