

Oshkosh Public Library

POSITION DESCRIPTION

POSITION: Building Maintenance Custodian
CLASSIFICATION: Building Maintenance Custodian
DEPARTMENT: Facility Maintenance
DATE: January 2024

GENERAL PURPOSE

Provides basic maintenance and cleaning tasks for the library building, grounds and equipment.
 Assists Building Engineer

SUPERVISOR: Library Director

SALARY MATRIX LEVEL: C

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty / Responsibility	Performance Standards
<ul style="list-style-type: none"> Basic cleaning tasks which may include vacuuming, dusting, mopping, etc. 	<ul style="list-style-type: none"> Building is clean, neat and safe. Library employees report that building problems are addressed promptly and efficiently.
<ul style="list-style-type: none"> Remove snow and ice from sidewalks, entrances and ramps using hand-operated tools or power equipment. Spread snow melting chemicals. 	<ul style="list-style-type: none"> Snow and ice is removed promptly from entrances, book drops, walks, handicapped ramps and garage ramp and is piled safely.
<ul style="list-style-type: none"> Trim bushes, water plantings, mow lawn, rake leaves using mowers and hand and power trimmers; clear debris from grounds and parking lot. 	<ul style="list-style-type: none"> Grounds are clean, neat and safe with all trash and foreign objects removed and disposed of properly. Grass is mown and edges are neatly trimmed. Trees and bushes are healthy and pruned.
<ul style="list-style-type: none"> Set up meeting rooms 	<ul style="list-style-type: none"> Meeting rooms and equipment are set up to customer specifications and are ready when customers arrive. Rooms are clean and neat. Tables and chairs are arranged neatly.
<ul style="list-style-type: none"> Move furniture, equipment and supplies on an incidental basis. 	<ul style="list-style-type: none"> Furniture and materials are in the right place at the right time.
<ul style="list-style-type: none"> Perform regular checks of, and minor repairs and adjustments to, building equipment. 	<ul style="list-style-type: none"> Building equipment is maintained and functions properly.

<ul style="list-style-type: none"> • Does touch up painting and wall repair. 	<ul style="list-style-type: none"> • Building is clean, neat and safe.
<ul style="list-style-type: none"> • Pick up and deliver supplies 	<ul style="list-style-type: none"> • Supplies are available when needed.
<ul style="list-style-type: none"> • Assist with building security: disable and enable alarms, lock and unlock doors, investigate security and building alarms. 	<ul style="list-style-type: none"> • Building is secure and all alarms and locks function as expected.
<ul style="list-style-type: none"> • Assist building maintenance supervisor in variety of tasks 	<ul style="list-style-type: none"> • Tasks are accomplished in a timely and efficient manner and skills are learned

- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of shrubs, trees, plants and lawn care.
- General knowledge of light construction work.
- Knowledge of materials, methods and practices used in cleaning operations.
- Knowledge of, and ability to follow procedures for, use of chemical cleaners and power equipment.
- Ability to learn the operation of, and make minor repairs and adjustments to, building fixtures and equipment.
- Mechanical ability and aptitude.
- Ability to perform basic arithmetic computations involving addition, subtraction, multiplication and division.
- Knowledge of basic computer technology hardware and software.
- Fine manual dexterity.
- Knowledge of, or the ability to learn about occupational hazards and safety precautions.
- Ability to lift and carry 50 lbs.
- Ability to climb steps and ladders repeatedly throughout assigned work-shift.
- Ability to stand for long periods of time.
- Ability to handle equipment and work that requires stooping, kneeling, bending, squatting, twisting, pushing/pulling, and reaching for extended periods of time.
- Ability to learn new systems and practices to assist in maintaining library building and grounds
- Ability to work confidently in a fast-paced environment. Able to prioritize tasks appropriately during busy periods and make effective use of slow periods.
- Ability to interact politely with the public and present a positive public image.
- Understand library procedures and rules and align behavior with the needs, priorities and goals of the organization.
- Ability to establish and maintain harmonious working relationships.
- Display a high level of initiative, effort and commitment towards completing assignments efficiently. Demonstrate responsible behavior and attention to detail.
- Ability to work independently with limited direct supervision.
- Ability to follow instructions.
- Possession of a valid Wisconsin motor vehicle license.

REQUIRED EDUCATION AND/OR EXPERIENCE

- Graduation from high school or high school equivalency degree program.

TOOLS AND EQUIPMENT USED

Lawn mower, snow blower and tractor, weed whacker, power trimmers and edgers, power washer, cordless drills, sanders and table saw.

Hand tools for carpentry, electrical and plumbing work. Hammers, saws, stepping stools or ladders, putty knives, box cutters, tape measures, flashlights, and drills are common in general repair jobs. Electrical work may require insulated tool kits, including wrenches, pliers, wire strippers, and screwdrivers. Plumbing repairs may require plungers, basin wrenches, slip-joint pliers, closet augers and plumbers' snake.

General cleaning equipment includes mops, squeegees, vacuums, buckets, and brooms.

Personal computers, printers, photocopy machines, telephone, fax machines and other computer-related equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand for up to 8 hours; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee is required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and hand trucks and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is moderate. Daily work is a combination of indoor and outdoor activities.

Employee may be called upon to handle equipment chemicals and chemical cleaning agents.

Employee may be called upon to clean up blood borne pathogens and bodily fluids.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.