

<b>TITLE</b>	Building Services Sr. Associate
<b>JOB CLASSIFICATION</b>	Grade 310, Facilitator/Associate Tier, Regular, Non-exempt
<b>HOURS</b>	Full Time (40 hours per week). Evening and weekend hours required. Required to adapt to future schedule changes, depending upon department and library-wide needs.

## REQUIREMENTS

### *Education/Experience*

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High school degree required. Institutional cleaning experience required. Successful completion of job-related technical school or college coursework preferred.

### *Knowledge/Skills*

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Knowledge of basic building mechanical, electrical, plumbing and structural systems. Ability to perform routine maintenance and/or repairs on library property and equipment. Knowledge of all aspects of custodial work. Ability to work effectively and communicate with a wide variety of coworkers and members of the general public. Valid Ohio Driver's License.

### *Working Conditions*

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Light to heavy work performed both inside and outside of the library facility. Involves lifting, carrying, pulling, pushing, and working in extremes of cold and heat.

**REPORTS TO** Building Services Manager

**POSITION(S) SUPERVISED** None

## BRIEF DESCRIPTION

### *BASIC SUMMARY*

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Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing this mission by 1) ensuring a clean, attractive, safe and secure environment for employees, patrons and visitors through the performance of daily maintenance and cleaning, including the preservation of the library's building, furniture, equipment and grounds 2) setting up and taking down conference and meeting rooms, A/V equipment or other items as requested by staff, patrons and visitors using the building or grounds and 3) assisting the public and library staff as needed and/or requested.

## ESSENTIAL POSITION DUTIES

% Time

- 1. Maintenance and Repair** **60%**
  - Performs routine maintenance and repair for all building systems: plumbing, electrical, structural and mechanical.
  - Maintains and repairs all cleaning equipment and power tools.
  - Conducts preventative maintenance of the HVAC equipment
  - Assembles and installs furniture and equipment.
  - Performs basic carpentry duties, such as cutting, sanding and staining.
  - Sands, primes, patches and paints wall surfaces.
  - Performs basic security system maintenance to include routing inspections of systems.
  - Performs basic programming of the lighting system.
  - Performs routine preventative maintenance to include the cleaning of ceiling vents, gutters and drains and associated mechanical equipment.
  - Performs basic maintenance of the library vehicles, to include the purchase of fuel.
  - Interacts with contractors on major projects of maintenance and repair to include the fire prevention systems.
  
- 2. Cleaning and Housekeeping** **20%**
  - Cleans and mops restrooms, staff and meeting room kitchens, entranceways, and rooms with tiled floors.
  - Vacuums and sweeps all areas of the building.
  - Dusts and cleans all countertops, shelves, computers, desks, tables, and any other surface areas, to include both public and office workstations.
  - Cleans all sinks, toilet bowls, urinals, refrigerators, microwaves, and ovens in building.
  - Empties trash cans and transports trash to the maintenance area.
  - Cleans all glass, mirrors, and some windows inside of the building.
  - Cleans and polishes all wood surfaces to include cabinets, doors, bookcases, and desks.
  
- 3. Furniture, Displays and Equipment Arrangement** **10%**
  - Sets up, takes down and arranges areas of the meeting rooms and conference rooms for classes, meetings, workshops, and special events, as needed.
  - Hangs signage and builds displays as needed.
  - Arranges furniture and equipments throughout the facility.
  - Conducts annual inventory of equipment and furnishings.
  
- 4. Safety and Security** **10%**
  - Keeps entranceways and exits clear and free from obstructions.
  - Keeps all areas of the building clean and orderly, floors dry and free of debris or hazards.
  - Shovels and salts entrance and walkways as needed.
  - Locks and unlocks the building, to include the setting of the building security system.
  - Maintains the loading dock area safely and securely by unloading, checking, signing and properly routing incoming deliveries. Loads outgoing deliveries when necessary.
  
- 5. Communication and Teamwork** **Ongoing**
  - Serves as a positive part of the Building Services Team by communicating effectively with coworkers and managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.
  - Keeps informed of library activities and policies by attending general staff meetings participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Performs miscellaneous related duties as needed by the library and assigned by the Building Services Manager.
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## PHYSICAL DEMANDS CHECKLIST

### PHYSICAL STRENGTH FACTORS:

- Lifting  Yes  No  
Pushing  Yes  No  
Pulling  Yes  No  
Carrying  Yes  No  
Reaching  Yes  No  
Gripping  Yes  No  
Does job require reaching above shoulders?  
 Yes  No  
Does job require reaching to floor level?  
 Yes  No

If yes, list maximum weight: 70 lbs.

### PHYSICAL MOBILITY FACTORS:

- Throwing  Yes  No  
Sitting  Yes  No  
Standing  Yes  No  
Walking  Yes  No  
Climbing  Yes  No  
Stooping/Bending  Yes  No  
Crouching  Yes  No  
Kneeling  Yes  No  
Crawling  Yes  No  
Twisting  Yes  No  
Balancing  Yes  No

### SENSORY/PERCEPTUAL FACTORS:

#### HEARING:

- Conversation  Yes  No  
Sounds  Yes  No

#### VISION:

- Far  Yes  No  
Near  Yes  No  
Color  Yes  No  
Depth  Yes  No

#### PERCEPTION:

- Spatial  Yes  No  
Form  Yes  No  
Feeling  Yes  No

### WORK ENVIRONMENT:

- Inside Work  Yes  No  
Outside Work  Yes  No  
Hot/Cold  Yes  No  
Fumes  Yes  No  
Traveling  Yes  No  
Working Alone  Yes  No  
Working in a Group  Yes  No  
Interacting with the Public  Yes  No

### HAZARDS:

- Machines  Yes  No  
Electrical  Yes  No  
Sharp Tools  Yes  No  
Slippery floors  Yes  No  
Congestion  Yes  No  
Heat/Cold  Yes  No  
Dust/Vapor  Yes  No

### OPERATE:

- Equipment  Yes  No  
Telephone  Yes  No  
Computer  Yes  No

### ACCESSIBILITY FACTORS:

- Doors  Yes  No  
Aisles  Yes  No  
Tables  Yes  No  
Telephones  Yes  No  
Staff Room  Yes  No  
Bathrooms Public  Yes  No  
Drinking Fountain  Yes  No  
Parking  Yes  No