

JOB DESCRIPTION



Position: Building and Grounds Maintenance
Status: Union
Hourly wage: \$20.10 (after 180 day probation period \$20.35)
Schedule includes: Daytime, possible evening and weekend hours
Hours of work: Average of 12 hours per week
Benefits: Personal and sick leave | Paid holidays | Retirement benefits

JOB SUMMARY

A positive work ethic, attention to detail and general knowledge of several trades are required for this position. Under the supervision of the Library Director, the Building and Grounds Maintenance position performs a variety of tasks related to the internal and external maintenance of the Hall-Fowler Home and the Future ICL Building.

RESPONSIBILITIES

Listed examples are illustrative and representative of the tasks required, but are not intended to be a complete listing of all the responsibilities of the position.

- Removal of snow by plowing, blowing or shoveling and spreading salt to ensure the entrances, sidewalks, curb cut ramps and parking lot are safe and cleared; early mornings, evenings and weekends may be required outside of regular schedule
- Mowing, edging, setting sprinklers, raking leaves, bagging and disposing of yard waste and general ongoing clean up
- Landscaping inspections and maintenance including litter clean up, weeding, mulching and trimming bushes
- Seasonal installation and removal of mower deck and snow plow for lawn tractor
- Routine maintenance of lawn tractor, snow blower, trimmer, leaf blower and other small equipment
- Monitors inventory of supplies and recommends supplies and equipment for purchase
- Routinely inspects the interior and exterior of both locations for maintenance issues and troubleshoots problems to determine necessary repairs
- Performs a variety of building maintenance work, including minor plumbing repair, carpentry, masonry, electrical, painting, changing light bulbs, HVAC maintenance including replacing furnace filters and monthly emergency lighting checks
- At the Future ICL, may be asked to assist with washing windows, cleaning restrooms, restocking supplies, mopping, vacuuming and other duties to maintain the building
- When needed, assists with setup and breakdown of meeting and programming spaces
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Ability to work independently, prioritize responsibilities and competently complete jobs without direct supervision
- Skills to diagnose, repair, install and maintain a variety of equipment and fixtures

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- Knowledge of tools, methods, practices and procedures in the electrical, plumbing, carpentry and other building trades
- Skills to operate a lawn mower, snow blower, salt spreader and hand and power tools
- Skills to inspect heating and HVAC units to ensure proper heat and air flow and perform minor maintenance
- Knowledge to perform mathematical calculations using addition, subtraction, multiplication, division, ratios and percentages for successful job performance
- Ability to determine needed supplies and materials to complete work/projects and estimate cost of time and materials
- Ability to maintain an orderly and safe work environment and perform tasks in a prescribed and safe manner
- Ability to establish and maintain a positive, supportive and cooperative working relationship with others when performing job duties

WORKING CONDITIONS & REQUIREMENTS

Employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position requires lifting up to 70 pounds, walking, standing, sitting, bending, kneeling, crouching, crawling, stooping, reaching, climbing ladders, using hands to operate and use objects, tools and controls, to reach with hands and arms and other strenuous physical activities
- Must be able to exchange information quickly, accurately, discreetly, and effectively with staff about safety and health issues in the midst of a busy environment
- Must be able to detect visual and non-visual warning signs of equipment malfunction and other serious conditions in the work environment
- Must have normal (20/20) vision, corrected or uncorrected
- Work is performed indoors and outdoors with exposure to various weather conditions, potentially hazardous chemicals and vapors, debris, dust and other uncomfortable conditions

EDUCATION, EXPERIENCE & TRAINING

- High School diploma or equivalent
- Valid Michigan Driver's License
- Three years of increasingly responsible work, formal or informal, in building trades, including electrical, plumbing, carpentry and estimating preferred
- Builder's license a plus