



Maintenance Technician

Pay Grade: 2

Pay Rate: \$20.00 per hour, commensurate with experience

Status: Part-Time, Non-Exempt

Hours/Schedule: 20 hours per week, some evenings and weekends required

Benefits: Paid Time Off (PTO), Retirement plan with 3% match

Cooper-Siegel Community Library, and its branch in Sharpsburg, serve nearly 30,000 residents in six diverse municipalities that make up the Fox Chapel Area School District. Both libraries provide free access to information, education and recreation through high-quality collections, programs and services. Our mission is to cultivate a community of lifelong learners.

Organizational Relationships

Reports to: Business Operations Manager

Position Summary

This position requires a flexible schedule and access to personal transportation. The Maintenance Technician reports to the Business Operations Manager and is responsible for ensuring that our facilities are welcoming, well-maintained, and ready for programs and events.

Responsibilities include:

- Ensure all systems (HVAC, lighting, security, fire sprinkler systems, elevator) are functioning properly and schedule regular inspections in conjunction with the Business Operations Manager.
- Perform daily rounds of the building and grounds, inspecting the mechanical rooms, office areas, restrooms, public spaces, etc. and address any issues as needed.
- Troubleshoot maintenance issues in advance of contacting a vendor.
- Perform minor electrical maintenance to include but not limited to replacement or repair of fixtures (e.g. wall switches and outlets, LED and fluorescent bulbs and tubes, ballasts, sockets, fuses, cords, etc.)
- Perform minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, etc.)
- Perform minor carpentry work (e.g. hanging/adjusting doors, fitting locks and handles, furniture repair, etc.)

- Perform minor wall repair and painting work (e.g. walls, restrooms, doors, frames, etc.) using various painting equipment and related tools (e.g. rollers, brushes, thinners, etc.)
- Reconfigure, install, assemble and remount furniture, offices and equipment (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, book shelving, specialty equipment, etc.)
- Coordinate with our vendors and contractors for major repairs.
- Assure safety during inclement weather, including shoveling and salting sidewalks, and provide slip protection on wet floors.
- Check restrooms and supplies to ensure cleanliness and refill supplies as needed.
- Custodial work to include checking and changing garbage, cleaning up spills, sweeping floors, and wiping down surfaces as needed.
- Set up and break down spaces for library programs, meetings, events, and outside group use.
- Ensure spaces are prepared according to the needs of each event (furniture arrangement, AV equipment, supplies, etc.).
- Serve as on-site contact for outside groups using library facilities.
- Maintain inventory and request supplies and materials needed to accomplish assigned tasks.
- Secure equipment and supplies to protect against loss, theft, or abuse.
- Recommend maintenance service projects to Business Operations Manager as appropriate.
- Perform other related tasks as requested.

Required Education and Experience

- High school diploma or equivalent
- Two or more years of custodial or maintenance work for a public building

Required Skills, Knowledge and Abilities

- Basic knowledge of plumbing, electrical, and mechanical systems
- Ability to work independently and as part of a team
- Strong attention to detail with the ability to prioritize workload, multi-task, and meet deadlines
- Basic computer skills and experience with Microsoft Office 365 products
- Ability to use standard and powered hand tools
- Strong interpersonal and organizational skills
- Ability to travel between library facilities on a regular basis

Required Behavioral Competencies

- Works well in a team environment and independently
- Trustworthy and dependable
- Dedicated to exemplary customer service
- Quick and continuous learner
- Good decision maker
- Willingness to accept and cope effectively with ambiguity and change

- Self-starter with a problem solver mindset

Physical Requirements and Work Environment

- This position requires frequent walking, sitting, bending, stooping, crouching, kneeling or crawling, climbing stairs and ladders, standing for long periods, and using hand or fingers to manipulate, touch, or handle.
- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds, and rarely up to 65 pounds.
- The work environment noise level is typical of a moderately noisy standard business office with equipment running, outdoors in normal urban setting.
- Vision abilities required by this job include near and far vision, depth perception, and color differentiation.

Tools and Equipment commonly used to perform this job include

- Computer
- Printer/scanner/copier
- Standard and power hand tools
- Ladders

Additional Comments or working conditions not listed above.

The physical demands and work environment characteristics 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.

The responsibilities outlined 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.

Submittal of current PA Criminal Background Check, PA Child Abuse and FBI Fingerprinting clearances required at time of hire.

Employee's Signature

Supervisor's Signature

Date

Date