

## **CUSTODIAL-MAINTENANCE-SECURITY**

### **Basic Functions**

Perform custodial/maintenance duties according to established standards for cleaning and orderliness.  
Perform security duties according to library policy and procedures. This position reports to the Facilities Manager.

### **Duties & Responsibilities:**

- Vacuum and shampoo carpeted floors and stairways.
- Scrub, mop and wash non-carpeted floors.
- Clean drinking fountains, restrooms, fixtures, and maintain an adequate supply of towels, soap, etc.
- Wash windows and glass doors.
- Dust and wash bookshelves, furniture, and fixtures as necessary.
- Maintain indoor plants.
- Perform moving tasks as required.
- Assist with meeting room set-ups and take-downs.
- Paint and repair as determined by Facilities Manager.
- Perform light-duty carpentry tasks as needed.
- Perform light-duty welding skills as needed.
- Perform demolition and removal as needed.
- Perform oversight of HVAC systems.
- Assist in maintaining and checking alarm and security systems.
- Resolve or report maintenance problems.
- Provide snow removal.
- Provide landscape and lawn care, including sprinkler system.
- Maintain equipment and tools.
- Maintain library vehicles.
- Maintain accurate records of inventory, service hours, fuel records, contract and community service labor, and equipment service schedules.
- On after-hours call list.
- Perform other related duties as assigned.

### **Duties & Responsibilities-Security:**

- Monitors property using technology resources.
- Walks library grounds, noting and dealing with security issues before they escalate.
- Develops positive working relationships with library staff and patrons.
- Deals with security breaches according to established standards and procedures.

### **Knowledge of:**

- Practices, methods, equipment, tools and materials used in custodial work.
- Characteristics and use of commercial custodial compounds.
- Principles and practices of working safely.

### **Skill to:**

- Operate a variety of custodial equipment in a safe and effective manner.

**Ability to:**

- Read, understand and follow oral and written direction.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Ability to operate portable equipment.
- Ability to perform the physical requirements of the job.

**Experience:**

- Three or more years of custodial/maintenance work experience, preferred.

**Education/Training:**

- High School Diploma/GED or equivalent.
- Maintenance certifications preferred.

**Certifications, Licenses:**

- Valid Driver's License.

**Working Environment:**

- Moderate exposure to undesirable working conditions or exposure.
- Work evening and weekend hours as assigned.

**Physical Activities:**

- Essential functions require maintaining physical condition necessary for considerable physical activity such as sitting, standing, walking, kneeling, crouching, squatting, stooping, crawling, twisting, climbing and lifting an average of 50 lbs.

NOTE: Nothing in this position description should be construed as an employment contract. The Fremont County Library System Board of Directors reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs. All Fremont County Library System employees are at-will.