

ATHENS COUNTY PUBLIC LIBRARIES

JOB DESCRIPTION

Job Title: Building Custodian
Job Classification: 4 Library Assistant
Title of Supervisor: Facilities Manager

PURPOSE OF JOB

Under the supervision of the Facilities Manager, responsible for cleaning and maintaining library buildings, grounds, equipment, and vehicles as assigned. Work includes custodial, carpentry, plumbing, painting, and mechanical.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures library buildings and grounds are clean and orderly on a daily basis, including but not limited to: sweeping, mopping, buffing floors, vacuuming carpets, dusting and cleaning shelves and furniture, washing windows, cleaning and supplying restrooms, removing trash.
2. Performs basic building maintenance, including but not limited to basic carpentry, basic plumbing, painting, furniture assembly and installation.
3. May make deliveries among library locations as assigned, picking up and delivering materials in a prompt and responsible manner.
4. Operates heating, ventilation, and air conditioning units as assigned.
5. Maintains library grounds as assigned, including mowing, weeding, snow shoveling and ice removal.
6. Sets up and takes down equipment and furnishings in for meetings and events.
7. Reports evidence of fire, illegal entry, theft or destruction of library property, and unsafe conditions.
8. Responds to emergency requests for cleaning and maintenance as needed.
9. Responsible for inventories of custodial supplies; works with supervisor to record needed supplies.
10. Perform job safely in accordance with library safety procedures. Administers work typically moving, using, and adjusting a variety of heavy equipment and materials.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. High school diploma or G.E.D.
2. One or more years of experience in custodial or maintenance work
3. Knowledge of the practices, tools, equipment and materials used in general custodial work.
4. Ability to communicate effectively.
5. Ability to operate library technology systems, including personal computer, software programs and other job-related equipment.

INTERACTION

Interaction with staff, patrons, and contractors.

COMPUTER/TECHNOLOGY/EQUIPMENT SKILLS:

The following is the common technology and equipment used in this position and is not all inclusive:

Cleaning chemicals, floor machine, carpet cleaning machine, ladder, grass mowers, hand and power tools and other equipment and materials as required. E-mail, word processing and office productivity software, Internet.

SUPERVISORY/MANAGEMENT RESPONSIBILITY:

None

TRAVEL REQUIREMENTS:

Frequency of travel: Frequent.

PHYSICAL DEMANDS

Nature of work requires an ability to effectively communicate and exchange information. Frequent travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting up to 40 lbs., continual standing, reaching, bending, and walking).

WORK ENVIRONMENT

Majority of the work performed in a general office/library environment. Requires availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

DISCLAIMER

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.