

Warren County Public Library
Maintenance and Delivery Associate
Job Description

Reports to:

Systems Administrator

Classification:

Part Time (14-21 hours per week) or Full Time, non-exempt

Position Summary:

This is a full or part time position for a communicative, creative, organized, and collaborative individual with an interest in public service. WCPL is committed to improving quality of life in Warren County by providing equitable access to information, resources, and services that our community needs. Candidates for the Maintenance and Delivery Associate position should possess a general knowledge of building and grounds maintenance, and an understanding of basic carpentry, electrical and plumbing repairs. In addition, applicants should have a clean driving record and be comfortable loading and unloading boxes before and after transport. Ideal candidates for this position have previous delivery and maintenance experience.

Essential Functions of the Job:

- Facilitate the movement of materials, equipment, and supplies between library locations.
- Perform building, grounds, and vehicle maintenance tasks.
- Supplement custodial maintenance of library buildings as needed.
- Maintain grounds around library buildings which may include, but is not limited to, operating a leaf blower, trimming bushes and hedges, trash pickup and removal and general landscaping maintenance.
- Sort and store bulk donated materials.
- Run general errands as requested.
- Assist with other library maintenance duties as assigned.

Examples of other duties include minor drywall repairs, painting, minor electrical work related to lighting, minor plumbing repairs, and assembling library furniture and equipment.

Certificates, Licenses, & Registrations

- Must be at least 25 years old (for vehicle insurance purposes)
- Must have an excellent driving record and valid driver's license (CDL not required)

Physical Demands

- Must be comfortable working with heights.

- Must be prepared to assist with the pest control of stinging insects.

The physical demands 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.

| Physical Demands | | Lift/Carry | |
|----------------------|------------------|-----------------|------------------|
| Stand | F (Frequently) | 10 lbs. or less | F (Frequently) |
| Walk | F (Frequently) | 11-20 lbs. | F (Frequently) |
| Sit | F (Frequently) | 21-50 lbs. | F (Frequently) |
| Handling | F (Frequently) | 51-100 lbs. | O (Occasionally) |
| Reach Outward | O (Occasionally) | Over 100 lbs. | O (Occasionally) |
| Reach Above Shoulder | O (Occasionally) | Push/Pull | F (Frequently) |
| Climb | O (Occasionally) | 12 lbs. or less | F (Frequently) |
| Crawl | O (Occasionally) | 13-25 lbs. | F (Frequently) |
| Squat or Kneel | O (Occasionally) | 26-40 lbs. | F (Frequently) |
| Bend | O (Occasionally) | 41-100 lbs. | O (Occasionally) |

O (Occasionally) Occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5-5.5 + hrs/day)

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The performance of this position requires both working indoors in environmentally controlled conditions, in vehicles with environmentally controlled conditions, and outdoors without conditioning. Job tasks are often performed in close proximity to other people.

Work Schedule: In addition to regular daytime hours, this position could require various evening and weekend hours.

Starting Compensation: \$16.00

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.