

Warren County Public Library

Job Description

Position Title: Maintenance & Delivery Associate

Department: Facilities

Reports To: Chief Information Officer/Associate Director

FLSA Status: Non-Exempt

Employment Type: Part-Time

Starting Compensation: \$17/hour

Position Summary

The part-time Maintenance & Delivery Associate is responsible for facilitating the movement of materials, equipment, and supplies between Lisa Rice Library and other branch locations. Perform building, grounds, and vehicle maintenance tasks. Supplements custodial maintenance of library buildings as needed. Maintains grounds around library buildings which may include, but not limited to, running a leaf blower, trimming bushes and hedges, trash pickup and removal and general landscaping maintenance. Sort and store bulk donated materials. Runs errands as requested. Assist with other library duties as assigned. This candidate should have an understanding of basic carpentry, electrical, and plumbing repairs, or have the ability to learn these knowledge sets rapidly. In addition, the individual in this role should maintain a clean driving record and be comfortable loading and unloading boxes before and after transport. To thrive in this role, we are searching for an individual who is communicative, organized, and collaborative, 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.

Essential Duties and Responsibilities

- Work well with others in a dynamic environment where needs can shift quickly.
- Manage 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.
- Sort and store bulk donated materials.
- Assist with other library maintenance duties as assigned.

(Examples of other duties might include, but are not limited to, minor drywall repairs, painting, minor electrical work related to lighting, minor plumbing repairs, and assembling library furniture and equipment.)

Qualifications

- Must be 25 years of age or older, as required by our vehicle insurance policy.
 - Must have, and maintain, an excellent driving record and valid driver's license (CDL is not required).
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Working Conditions

- Comfortable working with heights.
 - Prepared to assist with the pest control of stinging insects.
 - Must be able to work in a variety of environments (i.e. indoor controlled conditions, in vehicles, and outdoors without controlled conditions).
 - Must be able to work in close proximity to other people.
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Physical Demands

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.

<i>Physical Demands</i>		<i>Lift/Carry</i>	
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)	<i>Push/Pull</i>	
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)

Benefits

- Paid Holidays
- Paid Time Off

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.