

**JOB DESCRIPTION**  
**ANDERSON PUBLIC LIBRARY**

**Job Title:** Maintenance Custodial Assistant, Full-time  
**Department:** Maintenance, Main Library  
**Job Grade:** 315/Non-exempt/Hourly  
**Reports to:** Maintenance Manager  
**Revised:** May 2018

**Job Summary:** Performs comprehensive custodial and cleaning services for library, including setting up meeting rooms and keeping track of supplies. Assists in snow/ice removal and other outdoor maintenance duties as needed. Maintains overall order and cleanliness of library facilities.

**Job Education and Experience:**

1. Facility cleaning and custodial work experience, including carpet and floor care
2. Light maintenance work experience preferred

**Job Knowledge, Skills, and Abilities:**

1. Oral and written English communication skills, with ability to read and follow written instructions
2. Proficiency operating routine custodial, cleaning, and lawn equipment
3. Familiarity with a variety of cleaning chemicals and their appropriate usage
4. Ability to use personal computer system and email, Internet, Microsoft Office programs, and other computer applications relevant to job
5. Ability to learn and follow routine meeting room set-ups and to correctly hook up meeting room/audiovisual equipment
6. Ability to establish and maintain effective working relationships with staff and customers
7. Ability to work independently and effectively prioritize work tasks without direct supervision
8. Ability to maintain confidentiality of sensitive information
9. Valid Indiana driver's license and safe driving record
10. Ability to work a flexible schedule
11. Satisfactory criminal history background check

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires frequent contact with staff and customers. While performing the duties of this job, the employee is frequently (1/3 to 2/3 of work time) required to be exposed to fumes and toxic and/or caustic chemicals typically present in insecticides and standard cleaning supplies. Occasionally (less than 1/3 of work time), the employee must work near moving mechanical parts, work in high or precarious places, and be exposed to wet or humid (non-weather) conditions, outdoor weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

**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. Essential functions, as defined under the Americans with*

*Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Typically performs work that requires sustained moderate to strenuous physical activity. Specific vision requirements necessary for this job include close vision and distance vision. While performing duties of this job, the employee is regularly required to walk (over 2/3 of work time). The employee must frequently (1/3 to 2/3 of work time): use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. Occasionally (less than 1/3 of work time), the employee must: stand; sit; climb or balance; and talk or hear. While performing duties of this job, the employee must frequently (1/3 to 2/3 of work time) exert up to 50 pounds of force to lift or move objects and must occasionally (less than 1/3 of work time) exert up to 100 pounds of force to lift or move objects.

**Equipment Used:**

1. Vacuum cleaners, carpet extractors, and other floor care equipment
2. Repair tools
3. Ladders
4. Mowing and trimming equipment
5. Snow/ice removal equipment
6. Power washer
7. Mechanical lift unit
8. Tractor
9. Moving dolly and utility carts
10. Personal computer system with peripherals and printer
11. Multi-line phone system
12. Two-way radios
13. Weather radio
14. Library vehicle

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

**Essential Job Duties:**

1. Performs custodial tasks, including vacuuming carpets, sweeping and mopping floors, cleaning and supplying restrooms, removing trash, dusting and cleaning furniture and shelves, glass and window cleaning, and cleaning kitchen facilities; uses appropriate cleaning chemicals for job tasks and follows safe-handling precautions
2. Sets up meeting room furniture and equipment for in-house programming according to meeting room schedule and instructions; after conclusion of meetings, ensures rooms are clean and in order for subsequent meetings; reports meeting room problems to manager
3. Maintains reliable attendance; reports to work as scheduled and clocks in and out on time
4. Follows correct operating and maintenance procedures for equipment and machinery used, reports equipment problems to manager
5. Opens and/or closes and secures library buildings promptly according to schedule
6. Removes snow and ice from entrances, walkways, and parking areas in inclement weather; salts areas for safer walking

7. Performs outdoor duties, including mowing, trimming, watering, and litter removal, when assigned
8. Accepts deliveries in dock area and helps unload deliveries as needed; delivers items to appropriate library departments
9. Transports materials between library facilities and other locations; may use library vehicle for large loads
10. Maintains supply inventories in designated work areas and locations
11. Responds to building alarms quickly and assists customers and staff in following emergency procedures; in case of fire alarm, helps identify source in building
12. Maintains safe and orderly environment in staff work areas, putting supplies and equipment in order after use and following proper storing and handling of chemicals procedures
13. Attends department meetings and collaborates on department objectives
14. Complies with the library's Employee Handbook, Code of Ethics, Internal Control Manual and all policies and procedures.
15. Informs Maintenance Manager of work problems; recognizes situations appropriate for seeking managerial or administrative assistance
16. Performs other tasks and special projects assigned by manager, including occasional duties at Lapel Branch Library as needed

**Other Duties:**

1. Helps orient and train new Maintenance staff
2. May serve on library work committees
3. May participate in library programming activities

I certify that I have read and understand the job description for my position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_