

ELBERT COUNTY LIBRARY DISTRICT
dba Pines & Plains Libraries

FACILITY MAINTENANCE
QUALIFICATIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Summary:

The maintenance person is responsible for the general facility maintenance and grounds upkeep of the District Office and Elizabeth branch building, and the Kiowa branch building. He or she performs basic repairs on and maintains buildings and grounds.

Qualifications:

- High school diploma or general education degree (GED).
- Ability to apply common sense understanding to carry out instructions.
- Basic knowledge of plumbing, electrical, carpentry, drywall repair, painting and cleaning.
- Must be able to read print materials in English.
- Valid Colorado driver's license and use of a personal vehicle to travel between branch libraries.

Essential Duties and Responsibilities:

- Perform general maintenance for two branches and the district office building.
- Maintain district's property in functioning condition, including walls, floors, woodwork, tile, furniture, roofs, grounds, etc.
- Cuts grass and trims weeds on organization's property.
- Operates snow removal equipment to maintain parking lots and sidewalks.
- Perform basic maintenance and repairs on buildings' plumbing and electrical systems.
- Repairs or replaces brick, stone, and concrete.
- Maintains and repairs wood parts of buildings.
- Any other general maintenance.
- Communication with the Director, Branch Managers and Administrative.

Additional Responsibilities

- Assist in maintaining a safe, healthy and attractive library environment.
- Perform other duties as assigned by the Library Director.

Physical Requirements

- Occasionally lift and/or move up to 50 pounds.
- Regularly use hands to finger, handle, or feel and reach with hands and arms.
- Frequently required to stand and walk.
- Occasionally climb or balance; and stoop, kneel, crouch, or crawl.