

MAINTENANCE ASSISTANT

Full or part-time position available

Class: LA3
Status: Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individuals for the position of Maintenance Assistant. Under direct supervision of the Facilities Manager, the Maintenance Assistant performs tasks related to facility maintenance, repair, housekeeping, grounds keeping and deliveries. The Maintenance Assistant interacts primarily with library staff. (The second position could be separated in to 2 part time roles to create a job-sharing position at 20 hours each). Please let us know if you prefer Full or Part time.

RESPONSIBILITIES

- Perform routine maintenance and repair tasks including painting, carpentry, minor plumbing and electrical repairs, and cleaning
- Install, remove, assemble library shelving , furniture and other equipment
- Transport library materials, supplies, and equipment among library branches and to other locations
- Assist with meeting room set up and tear down
- Perform related duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma
2-5 years maintenance experience

OTHER REQUIREMENTS

Knowledge of basic carpentry, electrical, plumbing, and related building trades; grounds maintenance practices; cleaning techniques

Familiarity with and ability to use tools and equipment related to facility maintenance and repair

Ability to set priorities and work independently

Ability to operate a large motor vehicle

Valid driver's license and good driving record

Hours maybe determined based on business need

Ability to deal tactfully and effectively with the public and other staff members

Ability to communicate effectively verbally and in writing

PHYSICAL DEMANDS

Medium to heavy work [lifting, pushing or pulling 50-100 lb. maximum]

Reaching, bending, kneeling, climbing and crouching to perform building maintenance and repair

Carrying or otherwise moving boxes, equipment, furniture into and out of various buildings

Handling, manipulating and operating a variety of hand and power tools and powered equipment

Handling a large vehicle in heavy traffic and on narrow and/or winding roads

Visual acuity sufficient to read gauges, perform visual equipment and facility inspections, read printed text in a wide range of font sizes

**MAINTENANCE ASSISTANT
(2) Full time positions available**

WORK ENVIRONMENT

Climate controlled environment within library facilities

Barrier free work areas within library facilities

Exposure to heat and cold while transporting materials and performing building maintenance/repair

Exposure to dust and fumes from vehicle and while performing maintenance tasks

Exposure to vibration from vehicle movement and power tool operation

Compensation

Salary commensurate with education/experience. Excellent benefits package, which includes healthcare coverage at no cost to employee, and participation in the County Employees Retirement System.

If you have the qualifications for this position, send application, cover letter and resume (with salary requirements) to:

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

E-mail: jobs@bcpl.org

Fax 859-689-0410

Deadline for accepting applications: until filled