

# **Job Posting – Maintenance Specialist**

## **Huntington City-Township Public Library**

### **Purpose:**

The Maintenance Specialist completes tasks associated with building maintenance, cleaning and general upkeep, mechanical maintenance and troubleshooting, and general labor. Work is performed under the direction of the Maintenance Supervisor.

**Hours:** 20 hours per week including days, evenings and weekends

### **Examples of Work Performed:**

- Clean and maintain the appearance of library facilities
- Ensure the continued operation of mechanical systems
- Assist with general labor duties including heavy lifting
- Assist Library staff with special projects as assigned
- Clean rooms, hallways, restrooms, offices, stairways and windows.
- Clean floors, rugs, carpet, and tile.
- Perform minor and major repair of all buildings and equipment.
- Perform preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.
- Complete daily, weekly and monthly checklists on building equipment maintenance procedures and maintain records of scheduled maintenance procedures.
- Assist with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
- Assemble and repair library furniture and equipment.
- Perform outside custodial duties such as snow removal and landscape maintenance as required.

### **Qualifications and Skills:**

- High School Diploma or equivalent
- At least 1 year of mechanical or maintenance experience preferred
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.
- Ability to establish and maintain effective working relationships with other employees, customers, and the public
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork

### **Compensation:**

This position starts at \$11.00 per hour. Employee benefit package includes paid vacation, sick time, and holidays.

**Selection Procedure:**

The selection of the successful candidate will be made by assessment of education and background, review of written communication skills, oral interview; review of references, and other appropriate job-related procedures. All applicants will be notified as to the status of their application.

**Special Accommodations:**

Huntington City-Township Public Library will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Library Director at (260)356-0824 to request special accommodations prior to the application deadline.

**To Apply:**

Submit a cover letter and resume to [jobs@hctpl.info](mailto:jobs@hctpl.info)

**Application Deadline:** January 24th, 2021

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