



POSITION DESCRIPTION

DATE OF POSTING: May 2, 2019

JOB OPENING: Maintenance II

La Porte County Public Library has an opening for a Maintenance II position. In this position, you will clean and maintain attractive, safe, and efficient library buildings and grounds. To be successful in this position you have one year experience in general building maintenance and minor repairs. This position requires a valid Indiana Driver's License with a for hire endorsement.

You will work a total of 30 hours per week which includes Saturday hours. For full details please refer to the job description on the next page.

Applications are being accepted at this time. Download and print the application form from our website at laportelibrary.org, or ask for an application form to complete at any of our locations.

Submit completed application and resume to:

De Burke, HR Professional
La Porte County Public Library
904 Indiana Avenue
La Porte, IN 46350
219-362-6156, 371
219-324-0700, Fax

Email: dburke@laportelibrary.org



POSITION DESCRIPTION

Job Title:	Maintenance	Job Classification:	Maintenance II
Location:	Main	Reports To:	Head of Maintenance
Starting Pay Rate:	\$11.85/hour	Position Type:	Non-Exempt

JOB PURPOSE

Clean and maintain attractive, safe, and efficient library buildings, grounds, and vehicles

ESSENTIAL RESPONSIBILITIES

- Applies LPCPL’s customer service best practices (courtesy, professionalism, attitude, safety, quality)
- Performs minor equipment and building repairs as needed
- Responds to requests for supplies and maintenance issues (E-tickets)
- Cleans, organizes, and maintains all maintenance, mechanical, and electrical rooms
- Washes and cleans library vehicles including fleet vehicles, mobile classroom, and mobile library, and keeps vehicles fueled
- Changes furnace filters at all locations
- Adheres to all OSHA rules and building codes
- Retrieves mail from post office
- Moves items between locations and storage
- Shelves cleaning and maintenance supplies when delivered
- Assists with lawn maintenance and snow removal
- Assists with cleaning of all public and office areas of Main Library:
- Abides by established policies and procedures

POSITION REQUIREMENTS

- You have a high school diploma or equivalent
- You have one year experience in general building maintenance and minor repairs
- You have a valid Indiana driver’s license and a for hire endorsement
- You have proficient technology skills, with experience using the Internet and email
- You welcome working with all people from your community
- You display appropriate demeanor at all times; this includes dress, body language, and facial expressions

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Potential exposure to infectious diseases as may be required to clean bodily fluids including blood, vomit, urine, and feces; emptying waste baskets with used tissues
- Environmental exposures: chemicals used in cleaning surfaces; exhaust fumes, odors, dust particles
- Occasional exposure to outside weather conditions and fluctuating temperatures
- Mobility: pushes/pulls up to 100 pounds using a hand truck; frequently lifts and carries 5-25 pounds; frequently stands, kneels, squats, bends, twists, grasps, and reaches above shoulders; heights: includes work on roof, scaffolding, or ladder
- Works around moving machinery including lawn mowers and snow blowers, and vehicles
- Personal Protective Equipment (PPE): gloves, goggles, masks, boots, back brace, cold weather protection
- Vision abilities include: close, distance, color, peripheral vision, and depth perception



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- Exposure to noise and vibration levels from small engine equipment
- Must be able to respond to fire alarms, warning sirens, and phone pages