



**Henderson County Public Library
Facilities Maintenance Associate/ Part-time
Job Description**

JOB SUMMARY:

The Facilities Maintenance Associate works to ensure that the physical facilities and grounds of the library are clean, orderly, well-maintained, and safe for patrons and staff. This position is responsible for ensuring excellent customer service and reflects the library's mission, vision, and values—with a strong emphasis on equity, access, and lifelong learning.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Maintain overall order and cleanliness of the library building, which includes, but is not limited to the following tasks: sweep and mop floors; vacuum and clean carpets; dust and clean furniture, shelves and equipment; polish metal work; clean interior glass; clean and supply restrooms; clean drinking fountains; collect and properly dispose of trash.
- Maintain overall order and neatness of library grounds, which includes, but is not limited to, the following tasks: collect and dispose of leaves, limbs, and other debris; keep parking lots clean; shovel snow and ice, and apply ice melt as needed to sidewalks.
- Maintain order, safety, and cleanliness of storage areas.
- Perform preventative maintenance, cleaning, and light repair of custodial and library equipment regularly.
- Track inventory of custodial supplies and notify the Senior Facilities Maintenance Associate when items need to be reordered.
- Perform the job with all safety precautions and library safety procedures.
- Adhere to instructions for mixing and diluting cleaners, disinfectants, and other chemicals to ensure proper usage strength.
- Assist with setup and breakdown of meeting and program spaces (including special projects such as decorating and displays throughout the library).
- Assist with moving materials, shelving, equipment, and furniture.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain good relations with the public and staff.
- Follow policies and procedures consistently.
- Attend and participate in meetings and workshops as appropriate.
- Perform other duties as assigned.

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard cleaning practices, supplies, and equipment, and the ability to use them economically and efficiently.
- Ability to learn and use the library's custodial equipment, materials, and repair tools, computer, and office equipment.
- Knowledge of basic plumbing and electrical problems and how to resolve them.
- Ability to work under minimum supervision.
- Ability to follow emergency procedures to provide security for the library, customers, and staff.
- Ability to establish and maintain effective working relationships with vendors and other service personnel.
- Ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly difficult situations.
- Ability to exercise independent judgment in emergencies.
- Ability to climb a ladder and perform work above ground level.
- Ability to maintain good work habits.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Excellent written and verbal communication skills are required.
- Ability to multitask and work with frequent interruptions.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Ability to analyze and to creatively solve problems related to the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Work performed by the employee includes strenuous physical activities, and frequent, sustained operation of building and custodial equipment is required. The work environment includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions. Some work is performed outdoors in all kinds of weather conditions.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school diploma or equivalency required.
- Experience in custodial services required.

WORK SCHEDULE:

This is a part-time position that is only 20 hours per week. Tuesday -Thursday 4-8 pm and Saturday 8 am-5 pm with 1 hour lunch. Dependability and diligent attendance are required.

OTHER SPECIAL REQUIREMENTS:

Valid driver's license and reliable transportation. Clear background check.

SUPERVISORS:

Support Services Manager and Executive Director