

OSTERHOUT FREE LIBRARY  
MAINTENANCE STAFF  
Job Description

**SCOPE OF THE JOB:**

1. Performs general cleaning and minor maintenance to maintain library buildings, grounds, and equipment in clean, orderly and functional condition. .
2. Works cooperatively and communicates effectively with Department Coordinator, other library staff, visitors, and/or system/district libraries when required.
3. This position reports to the Head of the Maintenance Department.

**ESSENTIAL FUNCTIONS and RESPONSIBILITIES OF THE JOB:**

1. Receives oral or written orders from Head of Maintenance.
2. Makes certain that the Central Library, North Branch, South Branch, Plains Branch, and Office areas are cleaned to their specifications.
3. Cleans rooms, hallways, restrooms, locker rooms, offices, stairways and windows.
4. Uses brooms, mops, and floor equipment to sweep, mop, and strip and wax floors.
5. Dusts furniture and equipment.
6. Uses vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds.
7. Empties wastebaskets.
8. Makes minor carpentry, electrical, mechanical and plumbing repairs.
9. Performs touch up and finish painting.
10. Conducts routine inspections of premises and equipment; with special attention to parking lot and interior for general cleanliness and potential safety issues.
11. Care of lawn, trees, flower beds, and shrubbery; snow and ice removal.
12. Picks up and delivers and replenishes supplies and materials as necessary.
13. Assist in emptying auto pages, including on holidays if needed.
14. Opens and closes library building according to security procedures.
15. Sets up and tears down chairs, tables and equipment for meetings and programs.
16. Help in the set-up and, if necessary, the dismantling of the annual book sale.
17. Performs routine and repetitive duties independently with only general supervision and according to established practices and procedures.
18. Responds to security/fire calls.
19. Assists with the assistance of contractors and outside professionals.
20. Exhibits regular and consistent attendance.

**OTHER DUTIES OF THE JOB:**

1. Attends meetings and training as required.
2. Maintains tools and equipment in the workplace.
3. Keeps work area organized and neat.
4. Works safely without presenting a direct threat to self or other staff.
5. Performs other job related duties as required.

OSTERHOUT FREE LIBRARY  
MAINTENANCE STAFF  
Job Description

**WORKING CONDITIONS:**

1. Full-time position, 37 hours per week that may include days, nights, and weekends.
2. Workspace is shared with other library staff.
3. Work sites are located in Wilkes-Barre and Plains Township with occasional need to travel to other areas of Luzerne County.

**PHYSICAL/MENTAL CONDITONS:**

1. Throughout the workday, expect intermittent periods of sitting, standing, walking, bending, twisting, and reaching to carry out essential duties of the job.
2. Coordinated movement of fingers/hand; and simple movements of feet/legs and torso.
3. Frequent lifting/carrying objects with weights up to fifty pounds, and pushing carts of up to 150 pounds.
4. Often works in areas where there is exposure to dust, dirt, chemicals, etc.
5. Sometimes works with equipment and performs procedures where carelessness may result in minor cuts, bruises, or muscle strain.
6. Occasionally works in weather conditions that may include heat, cold, rain, and snow.
7. Must be physically able to operate a variety of office equipment and tools such as computers, calculators, hammers, carts, power tools, and machinery.

**QUALIFICATIONS:**

**A. EDUCATION/CERTIFICATION/TRAINING:**

1. High school diploma or GED.
2. Valid PA Driver's License.
3. Must pass required criminal background checks.
4. Training or experience to do maintenance tasks and meet the needs of the position.

**B. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job
  2. Ability to communicate effectively.
  3. Must possess ability to function independently, have flexibility and the ability to work effectively with library staff.
  4. Must possess the knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
  5. Must be attentive to details and accuracy.
-

OSTERHOUT FREE LIBRARY  
MAINTENANCE STAFF  
Job Description

**ADDITIONAL INFORMATION:**

Any employee regularly working 37 hours or more are entitled to full-time benefits. These may include paid holidays, paid time off, health and life insurance benefits, and a retirement plan.

---

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF MAINTENANCE STAFF FOR THE OSTERHOUT FREE LIBRARY AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(Date)

Rev. 7/2019