

OSTERHOUT FREE LIBRARY
MAINTENANCE STAFF
Job Description

Reports to: Head of Maintenance

Location: Osterhout Free Library, its branches, and, occasionally, other libraries within Luzerne County Library System

Status: Full-time, 37 hours/week (includes days, evenings, and weekends as needed)

SCOPE OF THE JOB:

This position performs a range of duties essential to the operation and safety of the central library building and branches. Responsibilities include general maintenance and cleaning of buildings and grounds, van delivery of library materials, and assistance with security tasks such as grounds patrol and responding to disruptive behavior. The person in this role represents the library while working across branches and must maintain strong communication and professionalism.

ESSENTIAL DUTIES and RESPONSIBILITIES OF THE JOB:

Building and Grounds Maintenance

1. Cleans rooms, hallways, restrooms, offices, stairways, and windows at all library branches.
2. Sweeps, mops, strips, and waxes floors using appropriate equipment.
3. Performs minor repairs (carpentry, plumbing, electrical, painting) and routine facility inspections.
4. Maintains cleanliness and safety of parking lots, grounds, and public areas.
5. Empties book returns, including on holidays if needed.
6. Conducts seasonal maintenance such as lawn care and snow/ice removal.
7. Sets up and tears down for programs, meetings, and special events, including the annual book sale.
8. Assists with contractor visits and ensures safe working conditions.

Library Materials Delivery

9. May occasionally be scheduled to deliver items within the Luzerne County Library System utilizing the vehicle provided by the library system.
10. Uses carts or manually lifts bins (up to 40 lbs.) and maneuvers them through various terrains and areas of library facilities.
11. Performs basic vehicle maintenance (e.g., checking oil, tire pressure, cleaning).
12. Maintains organization of delivery bins, storage shelves, and vehicle cleanliness.
13. Communicates effectively with library staff and acts as a liaison between district branches.

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Security and Patron Support

14. Assists with opening and closing buildings according to safety procedures.
15. Conducts regular patrols of library buildings and grounds to monitor safety and deter inappropriate behavior.
16. Responds to disturbances or emergencies calmly and professionally; contacts authorities or administrative staff as needed.
17. Assists with enforcing library policies and supports a safe, welcoming environment for patrons and staff.

OTHER DUTIES OF THE JOB:

1. Attends meetings, training sessions, and continuing education as required.
2. Keeps work areas clean and tools well-maintained.
3. Follows safety protocols and responds to fire/security calls.
4. Performs other job-related duties as required.

WORKING CONDITIONS:

1. Work is performed both indoors and outdoors in varying weather conditions.
2. Frequent lifting and carrying of materials up to 50 lbs.; pushing carts up to 150 lbs.
3. Repeated physical movement including walking, bending, reaching, and climbing stairs.
4. Regular travel between Osterhout Free Library branches and sites in Luzerne County.
5. 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.

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QUALIFICATIONS:

A. EDUCATION/CERTIFICATION/TRAINING:

1. High school diploma or GED.
2. Valid PA Driver's License.
3. Must be at least 21 years old.
4. Must pass required criminal background checks.
5. Training or experience to do maintenance tasks and meet the needs of the position.

B. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Strong communication skills; able to interact professionally with staff and patrons.
 2. Ability to work independently and take initiative.
 3. Comfortable using basic tools, cleaning equipment, and technology.
 4. Able to maintain confidentiality and follow library policies.
 5. Attentive to detail, safety, and the overall library environment.
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