

**OUTREACH FREE LIBRARY
MAINTENANCE STAFF**
Job Description

Reports to: Head of Maintenance

Location: Outreach Free Library, its branches, and, occasionally, other libraries within Laramie 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 Laramie 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 terrain 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 distant branches.