



MAINTENANCE TECHNICIAN

Overview

Assists with overall maintenance, repair, landscaping, snow removal, and small construction projects within the Sycamore Public Library and its grounds.

Status: Part-Time (18 hours per week)

Classification: Hourly

Reports to: Business Manager

Schedule: Mostly daytime hours; determined on a weekly basis based on business needs

Pay Range: \$16.05-\$20.95 per hour DOQ

Essential Duties

- Performs duties that keep building, grounds, and walkways clean, safe, and orderly
- Uses common hand tools, power saws and drills, snow removal equipment, tape measures, calculators, computers, and telephones to complete assigned job tasks
- Secures supplies for and performs minor repairs on building, furniture, and grounds
- Assists departments with moving furniture and other heavy items
- Monitors all mechanical equipment in the building and notifies the Office Manager and/or Executive Director of any problems or abnormalities
- Assess building and ground issues and recommend solutions
- Assists outside vendors and contractors with performing testing procedures, cleaning, and maintaining mechanical and electrical equipment, as directed
- Other duties, as assigned

Knowledge, Skills, & Abilities

- Mechanical aptitude and basic knowledge of carpentry, plumbing, and electrical repair
- Able to work independently and adjust work priorities, as needed
- Able to lift, push, pull, and carry objects of up to 80 lbs.
- Able to stand, climb, and perform work on a 8ft ladder
- Able to work in extreme outdoor weather conditions
- Able to handle emergency situations in a calm, capable manner
- Able to work and communicate effectively with library staff and patrons
- Able to see objects and numbers in detail and close-up
- Able to hear, comprehend, and respond to others verbally and in writing
- Able to tolerate high noise levels, fumes, and cleaning chemicals
- Able to perform repetitive hand motions for extended periods of time
- Able to drive a car and hold a valid Illinois driver's license
- Previous experience working with building supply vendors and contractors a plus

I have read and understand the above requirements of my position.

Signature: _____ Date: _____