

JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Maintenance Coordinator

SUPERVISOR: Business Manager

SUMMARY OF POSITION

The Maintenance Coordinator is responsible for maintaining a clean, comfortable, and safe environment for staff, volunteers, and patrons at all library facilities. The Maintenance Coordinator also oversees daily janitorial needs of the Grants Pass branch and provides direct support to maintenance volunteers and partner agency participants. This position helps maintain a team-oriented climate that attracts, keeps, inspires, and motivates quality volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS

Operations

- Ensure library buildings in orderly condition inside and outside utilizing a rotating schedule for branch visits.
- Coordinate and provide grounds maintenance.
- Closely monitor Grants Pass branch janitorial checklist to ensure thorough completion of all required tasks. Identify tasks to add to janitorial checklist and recommend frequency needed.
- Provide preventative maintenance and cleaning of equipment on a regular basis.
- Move and assist in moving furniture, equipment, and library exhibits.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Perform minor troubleshooting using tools ranging from common hand and power tools, such as hammers, saws, drills, and wrenches.
- Set up and break down furniture and chairs in library as needed for events, meetings, and programs.
- Maintain janitor storage areas in a clean, organized, and safe manner as well as work sites.
- Maintain public entryways and adjacent sidewalk areas to ensure safe ingress and egress of visitors.

Administration

- Utilize Microsoft Outlook (primarily tasks and calendars) to schedule, prioritize, and ensure completion of special projects.
- Work with volunteer coordinator to recruit and fill maintenance volunteer positions.
- Coordinate, train, and schedule maintenance volunteers with a focus on safety requirements.
- Assist in obtaining quotes and arranging for services of outside vendors as needed.
- Maintain service records and test records for equipment such as fire alarm systems, fire extinguishers, HVAC systems and similar equipment.
- Maintain safe use of chemicals.
- Order parts, supplies, and equipment as needed.
- Report mechanical malfunctions, property damages, and cleaning need to supervisor.

NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

SCOPE OF AUTHORITY

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within organizational and governmental

guidelines. Position has some departmental budget responsibility under the direction of the Library Director and Business Manager, and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

SUPERVISORY RESPONSIBILITY

Position recruits, selects, trains, schedules and assigns tasks to the volunteers.

CONTACTS/COMMUNICATION

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

QUALIFICATIONS

The ideal candidate for this job has experience in janitorial and facilities maintenance, is highly motivated and well-organized, is a self-starter who works efficiently with minimal supervision, and has the ability to work with a variety of personalities.

- Good interpersonal skills and ability to work effectively with volunteers.
- Ability to follow oral and written instructions.
- Ability to read and understand OSHA guidelines, hazard communications standards, packaging and warning labels.
- Ability to assess facilities and equipment.
- Proficiency with manual and powered hand tools.
- Effective organizational and prioritization skills.

MINIMUM QUALIFICATIONS: Education, Training, and Experience: High school diploma or GED with a minimum of two years of experience in a related field. Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience, and a valid driver's license and reliable transportation.

PHYSICAL DEMAND

The physical effort typically applied in this position includes bending, carrying, reaching, and stooping, walking sitting pushing and standing. Lifting between 5 and 50 lbs. will occur during business. Concentrated visual attention is required. The work involves performing a variety of tasks with attention to detail and safety at all times.

JOB CONDITIONS

While the job is typically performed under tolerable working conditions, there may be times and occurrences where duties necessitate one being exposed to a variety of elements, for example, heat, cold, noise, water, dust and dirt. Potential chemical exposure.

FLSA STATUS

Non-exempt status.

BACKGROUND CHECK:

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.