

Clark County Public Library – Employment Opportunity



Job Title: *Building Maintenance Worker* | Grade 14 | Part-time – 20-22 Hrs. | FLSA – Non-Exempt

Location: Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

Under general supervision of the Library Director, the *Building Maintenance Worker* performs a variety of tasks related to the maintenance and upkeep of Clark County Public Library system.

Omission of requested materials or illegible Applicant Packets may disqualify applicant

APPLICATION PACKET: 1. Completed [CCPL Employment Application](#) – Available at library locations or two formats available online at: [CCPL Employment Application](#). 2. Cover Letter 3. Résumé 4. Three (3) professional references

SUBMIT REQUIRED ITEMS: by mail or in a sealed envelope to any CCPL location, addressed to:

William Martino, Director’s Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- High school diploma or equivalent, certification from a trade school preferred
and
- Considerable experience in the maintenance of buildings and equipment desired
- Equivalent combination of education, training and experience may be considered at the discretion of the Director

MINIMUM QUALIFICATIONS/REQUIREMENTS: View the [Position Description](#) for additional Job Position details

- Ability to operate and carry power tools and light machinery and materials-handling equipment. For example: hand trucks, dollies, sliders, pallet jacks, etc.
- HIGHLY DESIRED: Basic knowledge of building maintenance, repair methods and practices. Some familiarity with inventory control, HVAC systems, carpentry, plumbing, electrical work, painting, and related areas
- Ability to learn basic computer usage, building/facility systems, cell phone usage
- Ability to work independently with minimal supervision
- Possession of a valid Ohio Driver’s license or ability to obtain one, and insurable driving status
- Effective written and verbal communication skills; able to understand and follow written and verbal direction
- Criminal background and reference checks required
- Physical Requirements may be viewed at: [Position Description](#). Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES

- Inspects library buildings and equipment. Helps maintain mechanical and electrical equipment, performs minor carpentry, plumbing work, installs equipment and lights,
- Delivers library materials to library locations, moves supplies, equipment and furniture to and from Main and Branch locations, with assistance if necessary
- Keeps current with safety regulations and safety practices, cleaning methods, precautions for harmful materials
- Assists with tracking inventory of fixed assets and purchases of cleaning supplies and maintenance materials
- Paints interior/exterior of buildings/other surfaces, assists with grounds keeping/snow removal as assigned
- Performs general cleaning of Library buildings and grounds, as directed
- May work with vendors, verify invoices/work orders to ensure work was completed accurately and on budget
- Represents the Library in a positive manner and adheres to library’s customer service procedures
- Able to work a flexible schedule, which may include evening and/or weekend on-call duty. Occasionally required to work overtime. May need to work on short notice for library emergencies

SALARY AND BENEFITS: **\$18.30** per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, holidays, and sick leave according to CCPL guidelines. Voluntary life insurance offering, Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).

Clark County Public Library is an Equal Opportunity Employer
