

POSITION DESCRIPTION

As defined by its Board of Trustees, the mission of the Lane Public Library (LPL) and its staff members is “to provide and promote library resources to meet the educational, recreational, cultural, civic, and informational needs of the library’s service area.”

PLEASE NOTE:

Two positions available for the Lane Public Libraries system.

One position is for immediate hire and one position is for hire beginning the first part of 2024.

TITLE:	Maintenance Tech	
GRADE:	4	
REPORTS TO:	Facilities Manager	FLSA: Non-Exempt

JOB RESPONSIBILITIES:

- Offers consistently excellent customer service
- Manages and monitors all phases of HVAC, janitorial, electrical, mechanical and site maintenance at the location, assists at other sites as needed
- Assists in maintaining an orderly and inviting atmosphere for library customers
- Schedules and, when required, performs all housekeeping duties
- Recommends and performs or oversees needed repairs of other sites as required
- Requisitions and maintains inventory of maintenance supplies and equipment
- Communicates with vendors and contractors in maintenance-related matters
- Insures compliance with state and local building codes and safety regulations
- Oversees the general maintenance and repairs of library vehicles, as assigned
- Maintains security systems and resolves security-related matters, including opening, closing and securing the building and setting and responding to alarms and emergency situations, as needed
- Prepares communications, budgets and administrative reports
- Sets up for meetings and presentations
- Serves on various teams and committees
- Keeps up with e-mail and information posted on the staff site

REQUIRED SKILLS AND ABILITIES:

- Organizes, analyzes, and prioritizes work skillfully and efficiently
- Possesses good mechanical skills and aptitude
- Operates library computers and business equipment
- Communicates effectively
- Maintains confidentiality
- Works independently with appropriate training and supervision
- Maintains professionalism and adheres to library policies and staff code

REQUIRED EDUCATION/ EXPERIENCE:

- High school diploma or G.E.D., plus completion of a technical specialty program or equivalent
- Demonstrated competence in HVAC, plumbing, mechanical, electrical, carpentry, painting and janitorial work

OTHER REQUIREMENTS:

- Works assigned schedule, which includes evenings and weekends
- Assists other agencies/departments, as needed
- Valid driver's license
- Ability to lift 50 lbs
- Must pass criminal and BMV background checks