

York County Library System

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JOB ANNOUNCEMENT

Title: Maintenance Assistant

Department: Facilities

Supervisor: Facilities Manager

Individuals Supervised: None

Specific Education:

Must have a high school diploma or equivalent.

Experience Requirements:

Must also have experience providing maintenance and custodial service.

General Requirements:

Must enjoy being a team player. It is important that the candidate be dependable, a self-starter and feel comfortable.

Physical Requirements:

1. Must be able to lift up to 50 pounds and on occasion up to 75 pounds. This will include lifting boxes and moving furniture and equipment.
2. Must be able to follow written instructions.
3. Must be able to work outside in varying weather conditions, including leaf and snow removal.
4. Must be able to stoop, kneel, and crouch to reach areas with limited access.
5. Must be able to use a ladder to reach high places to perform tasks such as changing light bulbs.

Duties and Responsibilities:

1. Assists in cleaning library facilities and the surrounding areas including sidewalks and entrance areas. This will include sweeping, mopping, dusting, collecting trash, cleaning glass doors and windows, and cleaning bathrooms.
2. Assists with minor repairs and the maintenance of cleaning equipment.
3. Assists with the delivery of packages and large items to various work areas.
4. Assists in setting up meeting rooms for special activities. This will include lifting tables and chairs and carrying boxes, trays of food, and other equipment.
5. On occasion assists library staff with handling customer incidents.
6. On occasion assists with special projects such as moving furniture and helping with installations.
7. All other duties as assigned.

If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to: oberrios@yorklibraries.org by June 7, 2013.

The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.