



JOB ANNOUNCEMENT

POSITION INFORMATION

Title: Maintenance Assistant
Supervisor: Facilities Manager
Location: Martin Library
Classification: Full-Time/Non-Exempt
Department: Facilities
Hours: 40 hours per week
Schedule: Monday – Thursday 7:00am – 4:00pm, Friday 7:00am – 1:30pm (Temporary pandemic hours)
Monday – Friday 7:00am – 3:30pm

GENERAL DESCRIPTION

Under direct supervision of the Facilities Manager, the Maintenance Assistant performs a wide variety of duties including, but not limited to, keeping the building in a clean and orderly condition. Candidate will perform cleaning duties such as cleaning floors, bathrooms, shampooing rugs, washing walls and glass, and removal of trash. Other duties include monitoring HVAC equipment, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from the sidewalk.

EDUCATION & EXPERIENCE REQUIREMENTS

- A high school diploma or equivalent preferred.
- Experience providing maintenance and custodial service using custodial equipment preferred.
- PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

PHYSICAL REQUIREMENTS

- 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.
- Must be able to follow written and verbal instructions.
- Must be able to work outside in varying weather conditions, including leaf and snow removal. Must have reliable transportation and the ability to get to work in severe weather conditions.
- Must be able to stoop, kneel, and crouch to reach areas with limited access.
- Must be able to use a ladder to reach high places to perform tasks such as changing light bulbs.

DUTIES AND RESPONSIBILITIES

- 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.
- Washes and distributes soiled rags to all departments and libraries.
- Assists with minor repairs and the maintenance of cleaning equipment.
- Assists with the delivery of packages and large items to various work areas.
- 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.
- On occasion assists library staff with handling customer incidents.
- On occasion assists with special projects such as moving furniture and helping with installations.
- Assist with monitoring the use of library facilities and resources and ensuring that customers abide by our posted conduct and safety rules.
- All other duties as assigned.

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
 - Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
 - Federal Criminal History Record
 - <https://www.identogo.com/locations/pennsylvania>
 - Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>
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