

	<b>VACANCY POSTING</b>
	<b>Mansfield/Richland County &amp; JOB DESCRIPTION Public Library Maintenance Technician</b>

**Applications will be accepted until 5:00 p.m. on Tuesday, May 20, 2025.**

Application forms are available and accepted at all MRCPL locations, or complete an online application on our website: [www.mrcpl.org/about/employment](http://www.mrcpl.org/about/employment)

This is a full time (40 hours per week) position.

<b>Reports to:</b>	Facilities Coordinator	<b>FLSA Status:</b>	Non-exempt
<b>Pay Grade:</b>	20; \$20.36/hr to start	<b>Location:</b>	Main Library and all MRCPL locations

**Positions Supervised:** None

**POSITION SUMMARY:** Under the Facilities Coordinator’s general supervision, the Maintenance Technician performs basic maintenance and repair of equipment and buildings, requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following tasks: replacing electrical receptacles, wires, switches, fixtures and motors; using plaster or compound to patch holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; and performing general maintenance on equipment and machinery. The Maintenance Technician is also responsible for some basic grounds keeping and landscaping, such as mowing, leaf blowing, trimming, debris removal and snow removal at Main Library and branch locations and performs delivery duties between locations, as assigned.

**QUALIFICATIONS**

1. High school diploma or equivalent
2. Additional training or certification in building trades (plumbing, electrical, etc) is preferred but not required.
3. Previous maintenance experience is preferred.
4. Basic computer skills and ability to use Microsoft Office, internet and email
5. Ability to read, write, speak and understand English
6. Experience working effectively alone or in team environment
7. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours

8. Valid driver's license with acceptable driving record and current vehicle insurance. Driving is required.
9. Reliable transportation in order to meet work requirements
10. Favorable results of pre-employment background check
11. Physical requirements: engage in extended periods of sitting, standing, walking, bending, stooping, stretching, twisting/turning, kneeling, crawling and working with hands above head. Engage in intermittent periods of climbing stairs and ladders, typing and viewing computer monitors, lifting and carrying equipment and materials occasionally weighing up to 40-60 pounds or more and pushing loaded book trucks weighing 75-100 pounds or more on tile, carpet or uneven concrete and up/down ramps. Must be able to use hands and fingers to grasp, handle and manipulate materials and operate tools and controls, including computers, phones and office equipment. Must be able to shovel snow and operate leaf blower, push lawn mower, weed eater, carpet cleaner and vacuum, power snake, table saws, welders, chop saws, power hand tools, snow blower and salt spreader. Must be able to drive Library's delivery van and maintenance van in all weather conditions.
12. Required at time of hire: proof of eligibility to work in the United States.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of Library policies, procedures and operations, including emergency response (acquired after hire)
2. Knowledge of safe work practices and safe lifting techniques (acquired after hire)
3. Ability to read and understand chemical labels and the proper handling of chemicals (acquired after hire)
4. Knowledge of building security and lock systems and procedures (acquired after hire)
5. Ability to operate hydraulic lift and scissor lift and hydraulic man lift (acquired after hire)
6. Knowledge of emergency equipment maintenance practices (acquired after hire)
7. Knowledge of cleaning applications and methods
8. Knowledge of safe driving practices with ability to drive in all weather conditions
9. Ability to use maps or apps to determine the most direct route between locations
10. Ability to perform basic maintenance and repair in a variety of buildings and settings
11. Ability to operate basic grounds keeping equipment, such as leaf blowers, pressure washers, mowers and snow blowers, and basic hand and power tools
12. Ability to perform basic math computations
13. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
14. Ability to understand and follow specific written and verbal instructions
15. Ability to work independently in the absence of close supervision
16. Ability to prioritize work and efficiently carry out assigned tasks and projects
17. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is requested
18. Ability to remain mentally alert, focusing attention on detail and accuracy

## **ESSENTIAL CORE COMPETENCIES**

**All MRCPL employees are expected to continuously demonstrate the following:**

1. Basic computer skills with demonstrable ability to use applications in Windows environment including Microsoft Office products, internet use and email
2. Ability to efficiently, effectively and positively meet the library needs of internal and external customers
3. Ability to use good judgement and common sense when making decisions, based on Library policies and procedures, to the best interest of the Library, staff and public
4. Ability to communicate effectively, both orally and in writing
5. Ability to adapt and adjust to changing situations
6. Ability to troubleshoot and correct basic technology problems
7. Awareness of community events, resources, attractions and demographics
8. Understanding of applicable local, state and federal laws and the ability to communicate this information to staff and customers and ensure the Library's compliance
9. Knowledge of and ability to use the content of the Library's website, online catalog and Integrated Library System
10. Awareness of the attributes and library needs of particular customer groups and the ability to apply that knowledge through materials, services and programming
11. Understanding and support the Library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual (Intellectual Freedom)
12. Ability to identify and prioritize work needs
13. Ability to establish and maintain effective working relationships with supervisor and other staff members and work collaboratively with others to achieve organizational goals and objectives
14. Knowledge of and compliance with the Ohio Ethics Law and the Code of Ethics and values of the Library
15. Ability to promote and support the fundamental purpose of the public library, its mission, vision, culture and structure

**ESSENTIAL TASKS AND RESPONSIBILITIES**

*Note: The tasks listed below are illustrative, but not exhaustive, of the tasks performed by persons in this classification.*

1. Consistently provide superior customer service.
2. Exhibit professional, courteous and approachable demeanor at all times.
3. Handle multiple interruptions at once, sustaining productivity and accuracy.
4. Work safely with chemicals, such as industrial-strength cleaners, paint and paint thinners, and pesticides.
5. Regularly inspect and maintain HVAC, plumbing, mechanical, security, fire protection and electrical systems, walls, floors, windows, locks, doors, furniture, and maintenance equipment.
6. Recognize, report and prepare to address unusual or dangerous situations.

7. Troubleshoot maintenance problems and find solutions.
8. Handle a variety of tasks and interruptions at once.
9. Perform basic carpentry, plumbing and electrical work.
10. Perform regular grounds keeping tasks including spreading salt, snow removal, leaf blowing, raking, clearing debris, mowing, trimming, weeding, sweeping and power washing the parking garage, parking lots, and sidewalks.
11. Deal courteously and effectively with a diverse public, including customers, staff and contractors.
12. Set up and tear down meeting rooms and events.
13. Perform routine tasks, such as locking and unlocking doors, emptying book drop boxes, doing laundry, collecting trash and recycling throughout the building, and vacuuming as needed.
14. Make minor repairs, including securing needed replacement parts.
15. Refer recurring problems to the Facilities Coordinator.
16. Open and close Main Library as directed.
17. Change lights, ballasts, electrical cords, filters, and batteries.
18. Perform routine plumbing, like repairing and replacing sink fixtures and toilets.
19. Assemble, disassemble and move shelving, furniture, and equipment.
20. Respond to on-call emergencies, alarms and building emergencies, as requested.
21. Drive Library vehicles and wash and wax vehicles as directed.
22. Safely operate hydraulic man lift, scissor lift and hydraulic lift.
23. Load and unload vehicle and make daily delivery to Branches, as assigned.
24. Clean up bodily fluids as necessary following MRCPL procedures.
25. Maintain regular and predictable attendance.
26. With reasonable accommodation, meet the physical requirements and perform essential tasks and responsibilities reliably within 6 months of on-the-job experience and training.

**ADDITIONAL TASKS AND RESPONSIBILITIES**

*Note: The tasks listed below are illustrative, but not exhaustive, of the tasks performed by persons in this classification.*

1. Adhere to, support, and effectively implement Library Administration and Board policies, procedures, and core values.
2. Assist in cleaning Main Library and other locations, if needed.
3. Put up and take down seasonal decorations, as directed
4. Complete and report weekly statistics sheet on Library vehicles and report any identified problems to the Facilities Coordinator.
5. Attend meetings scheduled by the Facilities Coordinator.
6. Attend Staff Development Day and additional workshops and seminars, as assigned.
7. Perform additional tasks as required by the upward chain of command, which moves from the Maintenance Technician to the Facilities Coordinator to the Director.