

WAUKEGAN PUBLIC LIBRARY

JOB DESCRIPTION

TITLE: Maintenance Specialist
REPORTS TO: Facilities Manager

DEPARTMENT: Building Services
CLASSIFICATION: Non-exempt

Job Summary:

The Maintenance Specialist works under the supervision of the Facilities Manager and is responsible for basic and routine building and equipment upkeep and repairs, assistance with groundskeeping, setting up for programs and events, and doing pickup and deliveries. This position also serves as back-up for custodians.

Minimum Qualifications:

Education and Experience:

- High School Diploma, GED, or experience and knowledge typically received through completion of high school or equivalent.
- Two years of experience in a general maintenance or repair-related position.
- Must be able and willing to work a flexible schedule.
- Ability to communicate effectively in English, written and orally.

Knowledge, Skills, and Abilities:

- Demonstrated skill with, and knowledge of, HVAC and building systems, equipment, tools, preventative maintenance, and safety precautions.
- Ability to operate mechanical, electrical, plumbing, power tools, and grounds equipment.
- Ability to effectively communicate with staff and public.
- Comfortable working on ladders, lifts, and the roof, as well as confined spaces needed to make repairs.
- Ability to read MSDA sheets, directions for use of cleaning products, and follow safety standards.
- Ability to safely operate a vehicle and the library's two-way radio system.
- Ability to maintain the overall safety, comfort, and cleanliness of the library and perform custodial duties as needed.
- Demonstrated ability to provide excellent internal and external customer service and to establish, maintain, and foster cooperative and courteous working relationships with the public, peers, and supervisors.
- Ability to organize time productively and to work with minimal supervision, establish and maintain priorities, meet deadlines, take initiative, and make independent decisions using sound judgment.
- Ability to identify and resolve issues in a timely and effective manner, developing solutions and making recommendations as needed.
- Familiarity with technology currently used in an office setting, including email systems, ticketing request forms, Microsoft 365 (Microsoft Word, Teams, etc.), and a willingness to learn new technologies.

Essential Job Functions:

- Fosters a safe, inclusive, and accessible environment that welcomes, respects, and represents our staff and everyone in our community.
- Under the direction of the Facilities Manager, completes basic and routine repairs of building and grounds, including a variety of HVAC, plumbing, electrical and lighting systems, carpentry, and custodial duties.

- Fulfills work orders, including meeting room and event set ups and take downs.
- Drives a library vehicle to complete daily pickups and deliveries, unloads trucks, and distributes materials.
- Assists with maintenance of library grounds, including picking up of litter, removing snow and ice from sidewalks and entry, watering, weeding and other minor landscaping tasks.
- Assembles, installs, and moves equipment, furniture, and fixtures.
- Assists with preventative maintenance activities.
- Ensures the library is prepared for safe opening and daily operations.

Additional Duties:

- Assists with inventory of supplies.
- Repairs and paints walls and other surfaces as needed.
- Keeps informed, learns, and utilizes current technology and best practices in the building maintenance field.
- Attends appropriate meetings, workshops, and conferences to meet the 12-hour continuing education requirement for all staff.
- Works additional shifts as backup custodian, as able, including cleaning restrooms, trash removal, vacuuming, and spot cleaning.
- Other duties as assigned.

Working Conditions/Job Requirements:

- Perform strenuous physical activities with extending periods of walking, standing, or bending.
- Able to move, lift, push, carry, and put away items up to 50 lbs.
- Able to work on a ladder and reach up to six feet and be able to reach areas at ground level.
- Work outside in all types of weather, including on the roof.
- Tolerate exposure to equipment noise, fumes, allergens, cleaning products, and fluctuating temperatures.
- Must have a valid driver's license, and proof of insurance.