

Brewer Public Library Custodian Job Description

Broad Scope of Position

Under the supervision of the Library Director, the Custodian is responsible for maintaining a clean, comfortable and safe environment for library patrons. Custodian identifies and reports all problems related to the library to the Director, and recommends solutions to those problems. Work requires the use of power and hand tools in the performance of a variety of tasks of moderate complexity. Custodian coordinates and oversees lawn care and snow removal tasks. Custodian responds to building emergencies during and after hours of library operation. Use personal vehicle in the city and surrounding areas as needed or assigned.

Inside 75%, Outside 25%. Inside work provides protection from weather conditions but not necessarily from temperature change. Outside work as stated in essential duties. Subject to change based on extenuating circumstances at the discretion of the library director.

Essential Duties

1. Establishes and maintains schedule of routine janitorial and general maintenance work required to keep up appearance and safety of library facilities and grounds (public and office areas) and performs these custodial routines on a regular basis. For example, but not limited to – vacuums carpets; cleans and maintains furniture in public and staff areas; cleans glass and counter areas; dusts books shelves; empties trash cans and hauls waste to dumpster; mows lawn; shovels snow and de-ices walks; straightens tables and chairs; cleans restrooms and changes supplies; picks up scraps of debris; damp or dry mops; assists staff in arrangement of furniture and equipment, etc.; assists staff on special decorating projects; works with library director to order and maintain inventory of cleaning equipment, janitorial and other building supplies; runs errands pertaining to custodial duties.
2. Performs preventative maintenance work and/or repair work on library facilities, buildings, grounds and related equipment. Inspects and reports need for major repairs to library director. For example: arranges for annual inspection and maintenance of fire extinguishers, fire alarms, etc. Makes minor repairs to defective plumbing, electrical wiring, window panes, lights, furniture and equipment, etc. Paints walls, trim, etc., as necessary or as assigned. Performs light construction work (walls, shelves, racks, etc.) as assigned. Assembles equipment and furnishings purchased by the library when necessary. Works with the library director to arrange and coordinate maintenance and/or repairs performed by vendors, contractors, etc.
3. Collaborates with Library Director in regards to budgetary needs for buildings and grounds.
4. Maintains comfortable interior temperatures for library staff and patrons utilizing programmable thermostats.
5. Helps to maintain service records and test records for equipment such as fire alarm systems, fire extinguishers, HVAC system and similar equipment.
6. Maintains building surfaces, roofs, floors, doors, windows, light fixtures and other components.
7. In cooperation with other staff, empties book drops as needed.
8. Set up meeting rooms (table and chair arrangements) for scheduled events as needed.

9. Responsible for maintaining confidential information in accordance with respective federal, state, and local laws.
10. Performs other duties as assigned.

Minimum Qualifications

1. High school diploma or its equivalent required.
2. Valid Driver's License.
3. Demonstrates knowledge of skills and abilities in using equipment, materials and supplies used in building and grounds maintenance. Demonstrates knowledge and skills in the use of equipment and supplies necessary to do minor repairs. Some knowledge of first aid and applicable safety precautions.
4. Ability to work independently and to complete daily activities according to work schedules. Ability to lift heavy objects, walk and stand for long periods of time. Ability to communicate orally and in writing. Ability to understand and follow written and oral instructions. Ability to establish effective working relationships with library staff, supply and service personnel.

Tools and Equipment Used

Vacuums, mops, brooms, lawn mower, weed trimmer, rakes, carpet cleaner, floor buffer, carpentry and other hand tools, ladders, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is often required to use hands to operate and use objects, tools and controls and to reach with hands and arms. The employee is occasionally required to climb up and down ladders, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the job change.