

**Palos Verdes Library District
Maintenance Worker II
Maintenance Assistant
Job Description**

Last reviewed: January 2016

Salary Range: 33

PURPOSE

The Maintenance Worker II performs a variety of tasks related to cleaning and maintaining the District's facilities, and grounds, and provides manual labor support for library services, programs, and events.

Duties may include janitorial and custodial activities; routine to skilled maintenance activities; moving furniture and equipment to set-up for events, activities and programs; assembling and installing furniture, fixtures, and equipment; interacting with the public to provide basic information and assistance; overseeing volunteers, contractors, or lower-level staff; and transporting library materials, supplies, and equipment between District locations

This is the journey-level class in the Maintenance Worker series. In addition to performing all of the duties of Maintenance Worker I, incumbents perform the full range of custodial duties and a wide variety of semi-skilled maintenance, repair, and installation tasks involving carpentry, plumbing, and mechanical and electrical trades to improve, maintain, and renovate all District buildings, mechanical and electrical equipment, and grounds. When filled from the outside positions in this class require prior work experience equivalent to a journey-level Maintenance Worker II.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only) *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Essential duties include, but are not limited to, the following:

- Provides a high level of customer service
- Sets up meeting rooms and equipment for classes, programs, and events (including moving and arranging furniture and equipment).
- Performs opening and closing procedures including locking and securing buildings.
- Respond to emergencies, including outside of business hours.
- Ensure safe and clean building and grounds.
- Resolve unsafe situations expeditiously.
- Observe safe work method and ensure the use of safety precautions.
- Keep maintenance shop and working areas clean, organized and uncluttered
- Use proper and safe work procedures including procedures for safe lifting and moving of materials and the use of ladders.
- Observes safe working practices, including maintaining storage areas in a safe condition; corrects or reports any safety or fire hazards.
- Uses a wide variety of tools, equipment, and supplies in a safe and effective manner; follows label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.
- Reports hazardous conditions and needed repairs.
- If requested, attend Districts Safety Committee meeting.
- Clean and maintain District Facilities per instructions and checklists, including cleaning, sweeping, mopping and waxing floors; vacuuming, cleaning, and shampooing carpets; cleaning, dusting, and polishing woodwork, walls, partitions, equipment, and furniture; washing windows; cleaning and sanitizing restroom fixtures and replenishing supplies; disposing of waste and cleaning and sanitizing waste receptacles; replacing light bulbs and fluorescent lamps.
- Replace lights as needed.
- Perform duties at all facilities as scheduled, including assignments before openings, nights and weekends.
- Assist all departments as needed.

- Maintains equipment and materials in proper condition; reports the need for maintenance and repair.
- Order maintenance, janitorial and bathroom supplies.
- Perform on-call duties at night and on weekends.
- Personally perform maintenance and repair work.
- Perform SWO's in a timely manner.
- Performs a variety of routine semi-skilled maintenance duties involved in the repair and maintenance of all District buildings, equipment, and grounds; performs and assists in tasks involving carpentry, remodeling, painting, electrical, mechanical, and plumbing.
- Open and close out work orders in the work order system.
- Perform other work and special projects as assigned.
- Plan work with help of Supervisor.
- Monitor contract and in-house work to ensure compliance.
- Inspect facilities to determine necessary maintenance, repairs, ensure proper storage in corridors, and exit areas.
- Train, advice and lead maintenance and janitorial personnel.
- Performs minor repairs.
- Inspects facilities for compliance with safety standards; performs repairs as necessary to ensure compliance.
- Operate light truck or van.
- Transports library materials from one location to another, including setups at library events outside the District's facilities

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service to the public, volunteers, vendors, contractors, and District staff in person and over the telephone.
- Methods, materials, tools, and equipment used in custodial and general building maintenance.
- Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Operational characteristics of cleaning equipment and materials.
- Proper methods of storing equipment, materials, and supplies.
- Proper mixing and dilution of cleansers, disinfectants, and stripping agents.
- Occupational hazards and standard safety practices, including proper lifting techniques.
- Methods, materials, and equipment used in building maintenance and repair work and the operation and repair of plumbing, heating, air conditioning, and electrical systems.
- Safe operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the fields of carpentry, plumbing, and electrical trades.
- Basic mathematical principles.
- Techniques for planning and scheduling work.
- Basic principles of supervision.

Ability to:

- Perform a wide variety of custodial and routine maintenance tasks.
- Clean and care for buildings and equipment.
- Operate a variety of hand and power tools and custodial equipment in a safe and effective manner.
- Safely and effectively use and apply cleaning materials and supplies.
- Complete assignments independently without immediate supervision.
- Communicate clearly and concisely.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a declared emergency.
- Read, write and comprehend English at the level necessary for successful job performance; follow oral and written directions in English.

- Operate a computer at the level necessary for successful job performance, including entering basic timesheet data and completing online training courses.
- Operate and maintain specialized tools used in carpentry, plumbing, electrical, mechanical, and related building trades.
- Measure and calculate angles, lengths, and volumes.
- Estimate necessary materials and equipment to complete assignments.

Education, License, and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

At least 18 years of age or equivalent to high school graduation. Two (2) years of experience in custodial and building and facility maintenance work in a commercial environment required. Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

Physical Demands

Must possess mobility to work on all types of floor surfaces, in a variety of facilities, and at considerable heights from ladders and elevated facility access points; and to work in a standard office setting and use standard office equipment; to operate a motor vehicle and visit various District sites; vision to read printed materials; hearing and speech to communicate in person and over the telephone; and smell in order to detect the possible presence of waste or hazardous materials. The job involves field inspection work requiring frequent walking at work sites and traversing uneven terrain to identify problems or hazards. Finger, hand, and arm dexterity is needed to use custodial and basic maintenance tools and equipment, and to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, climb, and reach to perform the work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds to perform job functions.

Environmental Elements

Employees work in and around District facilities and are occasionally exposed to loud noise levels, inclement weather conditions, cold and hot temperatures, vibration, confining workspace, chemicals, dust, fumes, waste products, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids while cleaning and are required to wear appropriate attire for the area to which they are assigned. Employees may interact with upset staff and/or public in interpreting and enforcing policies and procedures.

Working conditions

Required to work flexible schedules including evenings, weekends, and holidays, and to respond to off-hour emergencies.