

Job Summary: Under direction of the Business Manager and the Public Services Librarian, the Maintenance Worker performs tasks related to facility maintenance, repair, housekeeping, and groundskeeping at the Library.

Duties and Responsibilities:

- Perform routine maintenance and repair tasks including painting, carpentry, and trash removal inside and outside facility
- Install, remove, assemble, and move library fixtures and furnishings
- Box discarded library materials and donations and put them in storage
- Assist with meeting room set up and tear down
- May monitor welcome station in library lobby as needed, tracking building capacity limits and distributing face masks to patrons
- Other duties related to maintenance and upkeep of facility

Qualifications, Knowledge, Skills and Abilities:

- A high school diploma/GED
- At least 1 year maintenance or related experience
- Knowledge of basic facility maintenance, repair, and groundskeeping tasks
- Ability to set priorities and work independently
- Ability to follow verbal and written instructions

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 different abilities to perform the essential functions.

Medium to heavy work, mainly indoors in a climate controlled area but sometimes outdoors. Will be required to lift, push, or pull up to 100 pounds. Position entails bending, stooping, reaching, and standing on a daily basis. Position will move or otherwise transport books, boxes, equipment, and furniture on a daily basis.

- Hand-eye coordination necessary to various equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Equal Opportunity Employment:

The Library is an equal-opportunity employer providing opportunities for jobs to all people meeting the minimum requirements for advertised positions. All decisions pertaining to recruitment, hiring, promotions and other terms and conditions of employment will be determined on a fair and equitable basis without regard to sex, race, color, religion, national origin, age, disability, pregnancy/childbirth and/or related medical conditions, or any other protected status applicable under local, state, or federal laws, except where a bona fide occupational qualification applies.

McCracken County Public Library enforces a drug free work place.