

POSITION DESCRIPTION
CARNEGIE PUBLIC LIBRARY
An Equal Opportunity Employer
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Job Title: **CUSTODIAN**
Immediate Supervisor: Director
Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Custodian cleans the main and branch library and maintains the grounds.

QUALIFICATIONS:

- Ability to read and write with basic vocabulary
AND
- Valid Ohio driver's license with an acceptable driving record

WORKING CONDITIONS:

- Must be able to work a flexible schedule, including evenings and weekends
- Occasionally required to work overtime
- Required to travel to branch library
- Must be able to furnish own transportation and show proof of auto liability insurance
- Occasionally work in adverse weather conditions
- Must be able to lift 10 lbs. regularly; up to 50 lbs. occasionally

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

Pay Grade: 9
Overtime:
Non-Exempt Exempt
Admin. Prof. Exec.

CARNEGIE PUBLIC LIBRARY

KNOWLEDGE OF:

- Library policies and procedures *
- Cleaning methods
- General building maintenance

SKILLS AND ABILITIES TO:

- Follow oral and written instructions
- Work independently
- Apply occupational safety standards

* May be acquired after hire

% of Time ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

70%

CLEANING

- *Cleans floors
 - Sweeps
 - Mops
 - Waxes
- *Vacuums rugs and carpets
- *Dusts furniture, shelves and computers, daily
- *Washes windows and blinds
- *Empties trash, daily
- *Cleans restrooms, daily
 - Checks supplies in the restrooms and refills, as needed
- *Coordinates purchase of all cleaning and maintenance supplies

15%

GENERAL SERVICES

- *Assembles furniture, including computer tables and lockers
- *Transports furniture from one location to another
- *Sets up/takes down tables and chairs for programs
- *Opens building at appointed times
- *Performs basic repairs, as assigned
- *Maintain, upkeep, and complete minor repairs to library fixtures
- *Regulates heating and cooling systems to provide seasonally appropriate temperature and insure economical usage of fuel, water, and electricity
- *Informs supervisor of maintenance problems or repairs as needed
- *Coordinates with Library Director, repair-persons, and contractors to complete building projects

10%

GROUNDS MAINTENANCE

- *Mows lawn
- *Maintains flower beds
- *Picks-up leaves using leaf blower
- *Clears snow on walks using snow blower or shovel
- *Distributes salt on walks
- *Picks up trash on grounds and parking lots

* Denotes an essential function of the job

CARNEGIE PUBLIC LIBRARY

% of Time

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

5%

MISCELLANEOUS

-Performs additional duties and assignments, as required

** Denotes an essential function of the job*

Employee Signature:

Date:

Revised June 8, 2018