



Niles Public Library District

Job Description

Job Title: Assistant
Department: Maintenance Services
Reports To: Maintenance Services Supervisor
Classification: Grade 5
Status: Non-exempt

JOB SUMMARY

Under the direction and supervision of the Maintenance Supervisor, the Assistant performs janitorial duties for the Library. These include daily maintenance activities as well as building projects.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times.
4. Demonstrates a patron-centered attitude.
5. Performs cleaning and maintenance tasks necessary to keep the Library safe, attractive, and inviting.
6. Cleans public and staff restrooms.
7. Assists the Maintenance Supervisor in the completion of ongoing building projects such as painting.
8. Empties trash, dusts, and cleans floors in areas designated by the Maintenance Supervisor.
9. Removes snow from all walkways surrounding the building.
10. Assists in landscape maintenance as needed.
11. Available to work a flexible schedule that includes evenings and weekends.
12. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs related work as assigned by the Maintenance Supervisor.
2. May deliver documents to the Board of Trustees.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Has basic computer skills including ability to use Microsoft Outlook for email.
4. Ability to be flexible and adaptable to new situations.
5. Ability to troubleshoot and be attentive to areas in need of repair.
6. Knowledge of physical plant operations and maintenance.

7. Ability to perform minor mechanical, electrical, and plumbing repairs.
8. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to lift up to 50 pounds. Ability to transport/move heavier weights on occasion.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. High School diploma.
2. Two years progressively responsible experience in maintaining a physical plant preferred.
3. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. Has a valid Illinois Driver's License and proof of safe driving record.
2. Has current car insurance, including collision coverage.
3. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.