



Anderson County Library
300 N. McDuffie St, Anderson, South Carolina 29621
(864) 260-4500

JOB DESCRIPTION

JOB TITLE: Maintenance Worker -General Maintenance/Housekeeping

Pay Grade:

FLSA: Non-Exempt

FUNCTION

Under the supervision of the Buildings and Grounds Supervisor, performs a variety of work in the general maintenance and repair of buildings, facilities, and equipment. Performs related duties as assigned.

SUPERVISION RECEIVED

Works under the supervision of the Buildings and Grounds Supervisor.

SUPERVISION EXERCISED

None.

EXAMPLES OF WORK PERFORMED

(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)

- Sets up meeting rooms per the daily schedule, including but not limited to, placing the table and chairs, vacuuming meeting rooms and cleaning of table and chairs, as necessary.
- Maintains the outside lawn areas of the Main Library building by grass cutting and leaf removal. Regularly inspects assigned work areas to insure proper standards are maintained. Removes refuse and trash from grounds. Trims and

edges around walks, flower beds, and walls, using clippers, weed cutters, and edging tools.

- Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks; repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on heating, ventilating and air conditioning units; services appliances, kitchen, and emergency equipment; hooks up appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partitions; exercises discretion in identifying projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as needed; annotates and updates work logs for specific site requirements; activates and deactivates building alarms and responds to alarm calls during and after regular work hours.
- Maintains clean, safe, and orderly work sites.
- Travels to branches to perform custodial work including: changing light bulbs, repairing plumbing problems, and performing minor repairs.
- May have one or more of the following housekeeping responsibilities assigned:
 - Responsible for vacuuming both public floors of the Main Library.
 - Responsible for cleaning the bathrooms, both public and staff, on a twice daily basis, including toilets, stall walls, mirrors, sinks, paper holders and floors.
 - Maintaining glass in main Lobby area.
 - Responsible for dusting book shelving in the public areas of the Main Library.
 - Empties trash from all areas, inside and outside, of the Main Library building.
 - Responsible for cleaning the staff break room, including mopping and cleaning the staff refrigerator. Also responsible for cleaning the refrigerator on the Main floor.
- Adjusts, cleans and performs minor mechanical work on grounds equipment.
- Cleans around outside public entrances to the Main Library.
- Changing filters for the Library system as required.
- Responds to requests to clean messes left by patrons.
- Performs minor repairs to buildings and equipment.

- Responds to emergency maintenance requests as required.
- Transports mail to and from Post Office.
- Assists drivers stranded in Library vehicles, as needed.
- Runs errands as required.
- May fill in other positions within the Maintenance/housekeeping department.
- Performs other related duties as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School Diploma, GED or equivalent experience; and
- (B) One year of responsible experience in building and mechanical equipment maintenance and repair and/or housekeeping preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs. Knowledge of cleaning standards.
- (B) Ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel; ability to work in a team environment as well as independent work.
- (C) Must possess a valid driver's license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Vacuum cleaners, janitorial equipment, ladders, small hand tools, small power tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

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 sit and talk or hear; use hands to maneuver objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to travel to other areas within the Library system.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.