

Village of Somerset Library Custodian Job Description

JOB TITLE: Library Custodian

REPORTS TO: Library Director

FLSA STATUS: Non-Exempt

POSITION SUMMARY: The Library Custodian, under the guidance of the Library Director, is responsible for maintaining a clean, comfortable, and safe environment for library patrons.

PRIMARY FUNCTIONS/RESPONSIBILITIES:

- Establishes and maintains schedule of routine janitorial and general maintenance work required to keep up appearance and safety of library facilities and grounds.
- Performs carpentry, electrical, painting, equipment and plumbing repairs of a minor or routine nature.
- Performs maintenance and minor repairs or adjustments to equipment, lighting, plumbing, HVAC, and other systems.
- Coordinates and plans for the work of contractors and inspectors, as needed.
- Perform landscaping duties, including weeding gardens and sidewalk snow/ice removal, as necessary.
- Sets up meeting rooms (table and chair arrangements) for scheduled library events.
- Responds to building emergencies during and after hours of library operation.
- Maintains inventory of supplies and reports needed supplies to supervisor.
- Other related duties that may be assigned from time-to-time.

POSITION QUALIFICATIONS: The Library Custodian must have knowledge of custodian work and general repair of facility maintenance. Experience using ladders and small power tools is required. Must be able to follow instructions, work efficiently and be a self-starter. Demonstrated ability to maintain effective working relationships with staff and the general public supported by strong communication skills, while maintaining confidentiality. Must possess a valid motor vehicle operator license.

PHYSICAL REQUIREMENT: This work requires exertion of up to 10 pounds of force and occasional lifting of up to 30 pounds; work regularly requires sitting and speaking or hearing, frequently requires standing, using hands and arms and repetitive motions, and consistently requires walking, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements.

WORKING ENVIRONMENT: Work is performed indoors and outdoors and is frequently performed alone. There is occasional exposure to heights, fumes, odors, dust, mist, and gases through the use of cleaning supply applications.