



Plymouth Public Library

130 Division Street
Plymouth, WI 53073
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Library Maintenance Custodian

Department:	Public Library	FLSA Status:	Non-Exempt
Location:	Plymouth Public Library	Job Status:	Non-Bargaining Unit
Reports to:	Library Director	Prepared by:	Library Director
Date:	3/21, 4/21rev	Approved by:	Library Board of Trustees

GENERAL DESCRIPTION

Under general supervision of Library Director, this individual will perform maintenance duties of the library building, grounds and custodial tasks to ensure a comfortable, clean, convenient, and safe operation for both staff and public.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

Examples of Essential Job Functions

- Performs year-round upkeep of the library grounds through pickup of litter, salting and sanding sidewalks, and care of shrubbery and plantings. Includes upkeep of library’s physical appearance with minor tasks of painting, carpentry, electrical work, and plumbing when necessary.
- Maintains the library’s interior including; dusting, cleaning (including restrooms), vacuuming, and polishing.
- Maintains library building’s windows and carpeting in a clean, safe, and sanitary condition.
- Empties trash receptacles and readies trash for regular garbage pickup.
- Maintains an orderly and sufficient supply of cleaning materials, along with keeping the Safety Data Sheets up to date.
- Performs regular inspection and preventative maintenance work on the library’s physical plan systems and notifies the Library Director when major repairs or maintenance work are needed.

OTHER DUTIES

- Change the outdoor sign board as needed.
- Perform meeting room set up and take down, and cleaning of the furniture and rooms.
- Performs other related work as assigned by the Library Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to quickly and efficiently carry out maintenance and custodial tasks with minimum supervision.
- Working knowledge of heating and air conditioning equipment, controls operation, and maintenance; including general building design and structure.
- Working knowledge of cleaning products and their proper uses.
- Ability to do minor plumbing and electrical repairs, carpentry, and painting projects.
- Physical ability to move furniture and equipment necessary for cleaning.
- Ability to maintain a cooperative working relationship with staff.
- Ability to maintain a business confidentiality of/for the library.
- Might require coming in outside of normal schedule for snow removal and/or emergencies.

REQUIRED PHYSICAL DEMANDS

- Ability to work in a defined space and stand for periods of time.
- Bending/twisting, reaching, and feeling.
- Climbing: ascending and descending a ladder.
- Lifting and carrying up to 80 pounds.
- Pushing and pulling: objects weighing 100 pounds on wheeled carts.
- Standing, walking, stooping, kneeling, and crouching.
- Talking, hearing, and near vision.

EXAMPLES OF EQUIPMENT USED

- Lawn mower, snow blower, leaf blower, hand tools, vacuum cleaner, carpet cleaner, mops, brooms, dusting items, pails, and buckets.

HAZARDS

- Working with chemicals, tools, and power machinery.
- Possible contact with blood borne pathogens and/or bodily fluids.

EDUCATION AND TRAINING

- High school diploma or GED.
- Previous custodial and maintenance experience preferred.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.