

ASOTIN COUNTY LIBRARY

POSITION DESCRIPTION

JOB TITLE: Maintenance Supervisor

JOB SUMMARY: Under direction of the Library Director, this employee performs work of moderate difficulty, planning, coordinating and executing maintenance operations.

EXAMPLES OF DUTIES: The work involves responsibility for the maintenance of the following library areas: Main library - entire main floor, stairs, basement rooms and hallway; Main library grounds and parking lot; Annex; Heights Library - entire main floor; Heights Library grounds and parking lot.

- Prepares for daily opening of the library buildings.
- Vacuums carpeting at both buildings, weekly.
- Washes, mops and waxes tile and linoleum floors in both buildings, as needed
- Cleans and dusts counters, shelving tops, tables, desks, chairs, windowsills and blinds at both buildings.
- Does snow and ice removal at both buildings, as needed.
- Mows lawn at Heights Library; weeds and grooms trees and bushes at both buildings
- Maintains adequate janitorial supplies
- Performs general repairs
- Washes exterior of building at the Heights Library
- Washes exterior and interior of windows at both buildings upon request
- Picks up and delivers library materials between buildings, occasionally
- Empties wastebaskets daily
- Keeps sidewalks and parking lots free of debris at both buildings
- Cleans and stocks restrooms at both buildings
- Other reasonable duties as requested

EDUCATION: High school diploma or equivalence

EXPERIENCE AND TRAINING: Prefer previous janitorial experience

SALARY: Beginning wage is minimum of \$15.00/hour

This position may be eligible for Washington State Retirement benefits.