



## JOB DESCRIPTION

### POSITION INFORMATION

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<b>Title:</b>	<b>Maintenance Assistant</b>	<b>Supervisor:</b>	Facilities Manager
<b>Location:</b>	Martin Library	<b>Classification:</b>	Part-Time/Non-Exempt
<b>Department:</b>	Facilities	<b>Hours:</b>	16 hours per week
<b>Schedule:</b>	Monday – Thursday 10:00 AM – 2:00 PM, subject to change		

### GENERAL DESCRIPTION

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Under direct supervision of the Facilities Manager, the Maintenance Assistant performs a wide variety of duties not limited to keeping the building in clean and orderly condition. Candidate will perform cleaning duties such as cleaning floors, bathrooms, shampooing rugs, washing walls and glass, removal of trash and notifying management of need for repairs. Light maintenance may also be required.

### EDUCATION & EXPERIENCE REQUIREMENTS

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- Must have a high school diploma or equivalent.
- Experience providing maintenance and custodial service preferred.
- Experience using custodial equipment not limited to floor buffer and carpet extractor preferred.
- Experience working in an urban setting preferred.
- PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

### PHYSICAL REQUIREMENTS

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- Must be able to lift up to 50 pounds and on occasion up to 75 pounds. This will include lifting boxes and moving furniture and equipment.
- Must be able to follow written instructions.
- Must be able to work outside in varying weather conditions, including leaf and snow removal.
- Must be able to stoop, kneel, and crouch to reach areas with limited access.
- Must be able to use a ladder to reach high places to perform tasks such as changing light bulbs.

### DUTIES AND RESPONSIBILITIES

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- Assists in cleaning library facilities and the surrounding areas including sidewalks and entrance areas. This will include sweeping, mopping, dusting, collecting trash, cleaning glass doors and windows, and cleaning bathrooms.
- Assists with minor repairs and the maintenance of cleaning equipment.
- Assists with the delivery of packages and large items to various work areas.
- Assists in setting up meeting rooms for special activities. This will include lifting tables and chairs and carrying boxes, trays of food, and other equipment.
- On occasion assists library staff with handling customer incidents.
- On occasion assists with special projects such as moving furniture and helping with installations.
- All other duties as assigned.

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#### ADDITIONAL INFORMATION

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If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
  - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
  - <https://epatch.state.pa.us/>
- Federal Criminal History Record
  - [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm)
- Mandated Reporter Training Certificate
  - <https://www.reportabusepa.pitt.edu>

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York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit [www.yorklibraries.org/apply](http://www.yorklibraries.org/apply) to complete an employment application.

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