Maintenance Technician Library

**Salary**

$17.58 - $20.09 Hourly

**Location**

Sturgeon Bay, WI

**Job Type**

Full Time

**Department**

Library

**Job Number**

00261

**Closing**

11/15/2019 4:30 PM Central

**General Summary of Position**

The Maintenance Technician performs all daily, weekly, monthly and seasonal maintenance on the library and museum building and grounds. This position is responsible for daily maintenance on heating and cooling systems, plumbing, maintenance budget and supervision of custodial assistant.  Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.  Provide truthful and accurate written and verbal communications.

**Essential & General Job Functions**

***Essential Job Functions***

1. Develops and maintains maintenance budget and capital requests.
2. Responsible for working and creating contractor relationships to ensure the best services needed for the Library.
3. Maintains the elevator, air conditioning and heating units in cooperation with contracted services.
4. Seasonal outdoor maintenance tasks such as, cuts lawn, prunes shrubbery, pulls weeds and picks up trash, clears walkways with snow blower.
5. Supervises and assigns duties to custodial assistant.
6. Shampoos carpet.
7. Moves books, shelving, furniture and equipment.
8. Paints rooms and halls as required.
9. Makes minor repairs to building, furniture and equipment.
10. Performs minor plumbing, carpentry and electrical work.

***General Job Functions***

1. Vacuums carpeting, halls and stairways; sweeps, mops and waxes floors.
2. Responsible for maintenance and cleaning of all public and staff areas.
3. Dusts shelves, tables, etc.
4. Washes windows, doors and mirrors.
5. Empties wastepaper and recycling baskets – replacing/refilling supplies.
6. Sets up tables and chairs for meetings.
7. Shovels snow.

**Training, Experience, Knowledge, Skills & Abilities**

***Training and Experience***

1. High school diploma or equivalent.
2. Over one years' experience with heating and cooling systems of a large building.
3. One (1) to three (3) years' experience in custodial work and mechanical repair.
4. Current valid Wisconsin driver's license required.

***Knowledge, Skills and Abilities Required***

1. Ability to work independently without direct supervision and to follow oral or written instructions to read manuals, maintenance contracts and blueprints.
2. Ability to work efficiently with computers, computer software programs and applications.
3. Knowledge of building heating and cooling systems.
4. Knowledge of custodial and maintenance methods and the safe use of maintenance supplies and equipment.
5. Ability to perform the maintenance and repair of the cleaning equipment.
6. Ability to perform minor carpentry, electrical and painting tasks.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
8. Thoroughness and dependability.
9. Good physical condition with the ability to lift 60 lb. and push/pull 200 lb., to use heavy-duty vacuum cleaner and carpet cleaner.  Ability to manipulate rakes, shovels and hand tools for grounds maintenance and use a snow blower, lawn mower, and leaf vacuum.
10. Ability to climb a tall ladder to replace light bulbs in library, and wash high windows. etc. and the ability to bend, twist, stoop, reach and climb to clean areas of the library.
11. Ability to read, comprehend, and communicate, both verbally and in writing.

**Physical & Working Conditions**

Most duties in a normal office/indoor environment or outside in pleasant weather. Seasonal outdoor work to keep side walks and building entrance clear of snow and ice, and lawn and gardens maintained.   
   
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats.and County emergency management plans and programs.   
   
The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

**Agency**

County of Door

**Address**

Door County Government Center  
421 Nebraska Street  
Sturgeon Bay, Wisconsin, 54235

**Phone**

(920)746-2305

**Website**

[http://www.co.door.wi.gov](http://www.co.door.wi.gov/)