

Library Assistant II - Building and Grounds Aide

Answers to: Operations Coordinator

Nature of work: Under general supervision, is responsible for maintaining clean and neat facilities, assists with set-ups for specific programs. Drives library maintenance van and delivers and/or picks up documents, supplies, etc. from vendors, suppliers, other parish departments/agencies as assigned. Under the direction of the library's construction superintendent and/or building & maintenance supervisor performs minor maintenance tasks. Assists with general maintenance at all library buildings, including electrical, plumbing, carpentry, and painting.

Essential duties and responsibilities: Disposes of exterior waste and debris at all branch facilities. Fills vending machines. Sets-up tables and chairs for specific programs. Assists in grounds maintenance at all branches. Keeps all departments supplied with copier paper. Assists with loading and unloading of freight as needed. Assists with transport of materials between branches as needed. Assists with keeping supply closets stocked. Assists with moving of furniture as needed. Performs janitorial duties when needed in absence of regular janitor. Performs a variety of minor electrical repairs such as replacing or repairing broken fixtures, outlets, switches, and other electrical lighting related equipment. Maintains and repairs a variety of plumbing fixtures including faucets, flushometers, sinks, toilets, urinals, water, and drain lines, etc. Other duties as assigned.

Required knowledge, skills and abilities: Must be able to function as a team with other maintenance and building staff under supervision of Operations Coordinator. Must be able to follow written and oral instructions. Needs enough initiative to see things that need to be done without being told. Basic knowledge of using basic tools for doing small repair/maintenance tasks.

Physical requirements: Work is performed both indoors and outdoors and exposure is to a variety of weather conditions and temperatures. Work requires considerable and strenuous standing, stooping, climbing, walking and lifting objects in excess of 74 lbs. Work areas are sometimes difficult or dangerous access.

Required qualifications: High school diploma or GED. Must have a valid driver's license or obtain license within 30 days of employment. A driving record check will be performed on all employees driving library vehicles.

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.

A criminal background check and a drug screening are part of the pre-hire process. A criminal background check and drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT

7/1/13