



Custodial/Maintenance/Delivery

Created 8/14/2002
Revised 5/13/2014
Approved 5/13/2014
Revised 06/26/2018

It is the responsibility of this Full-Time position to keep the library facilities looking their best and in good operating condition. There will be a weekly pick-up and delivery from each library of materials needing delivered to other branches. All supplies and equipment will be provided by the library. The immediate supervisor for this position is the Assistant Director.

CORE VALUES

- Adaptability. We are outwardly focused, service oriented, and staffed by continuous learners.
- Equality. We welcome all with the same measure of respect, warmth, and acceptance.
- Accountability. We are an interdependent team holding ourselves mutually accountable for delivering results that are relevant to our community's needs.
- Integrity. We embody these values in every aspect of our operation, building personal and institutional bridges which facilitate productive, trusting relationships.

Essential requirement include:

- Valid Driver's License, proof of insurance, and a safe driving record.
- Reliable transportation.
- Ability to climb ladders.
- Ability to use lawn mowing and trimming equipment.
- Ability to organize the use of time and set priorities.
- Ability to design and budget costs for minor repair and renovation projects and implementing them.
- Any other job assigned by the immediate supervisor.

Examples of duties include:

- Keeping all libraries supplied with cleaning aides, toilet tissue, and paper towels from the Main Library.
- Cleaning restrooms including fixtures and floors; clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean waste containers
- Moving assembling and constructing shelving elements.
- Making minor building renovation changes and performing preventative maintenance
- Painting and repair
- Changing filters, light bulbs, ballasts, washers, fixtures.
- Weeding, trimming bushes, mowing lawn, picking up litter on library property, and landscaping.
- Salting and removing snow from steps and walkways.
- Delivering new books to each branch and rotate books and materials between branches
- Supporting and enforcing all library policies

Must be able to work at all four library locations.

Physical Demands:

- Mobility—Climbing ladders
- Using lawn mower, vacuum cleaner, mop
- Walking carrying loads up to 50 lbs.
- Stooping to shovel and dig
- Handling heavy machinery
- Visual ability to handle hazardous machines and cleaning fluids

Work Environment

- Required to work in cold and heat
- Exposure to cleaning agents and lawn and garden chemicals

Work Devices:



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- Lawn movers, mop, pail, hand tools, ladders, brooms, sponges, shovels, weed trimmer, vacuum cleaners, and carpenter's tools.

Any mileage for travel outside of the county will be reimbursed at the standard mileage rate currently set by the Kentucky Finance Cabinet. (see travel reimbursement policy)

Starting Pay rate is Custodial Step 1. After satisfactory completion of a 6-month probation, the pay rate becomes Custodial Step 2.

This job description does not necessarily reflect all aspects of the job function.