



POSTING

CLASSIFICATION: Skilled Maintenance
PAY GRADE 3: \$9.22

AGENCY: Maintenance
JOB CODE: MANT3SM1

This is a full-time position requiring forty hours of work per week. Schedule may rotate to meet the scheduling needs of the library and may include more than two evenings per week and more than two Saturdays per month, may require a six day work week, and may include Sunday as a regular work day at any agency.

Posted on April 16, 2008 and will remain open until filled or cancelled

BASIC FUNCTION:

Under general direction, performs a variety of janitorial and cleaning services to maintain buildings and facilities, performs cleaning and specialized floor care, cleans and stocks restrooms, maintains condition of cleaning equipment, stores and replenishes supplies, and performs delivery and driving duties as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Conducts major cleaning of assigned facilities, cleans and maintains buildings, furnishings, grounds, and property.
- Performs a variety of janitorial tasks daily, such as the cleaning, disinfecting, and restocking of restrooms.
- Gathers and empties trash from waste receptacles, offices, and general areas.
- Performs floor maintenance, sweeps and mops floors, strips and waxes floor surfaces, shampoos carpets, removes dirt and debris, pre-spots carpet, mixes cleaning solutions, and applies and extracts carpet solution.
- Cleans and dusts furniture, air vents, doorframes, doors, walls, windows and window blinds, mirrors, and baseboards.
- Checks and maintains operational condition of cleaning equipment, operates buffer, vacuum cleaner, shampooer, and a variety of related equipment.
- Assists with special events, moves and arranges furniture, opens and secures buildings, locks entrances, exits, doors, and other mechanisms as required.
- Stores and replenishes janitorial supplies and coordinates and completes special cleaning details.
- Drives delivery route and bookmobile and/or kidmobile routes as required by supervisor.
- Other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the practices of janitorial and minor maintenance of public buildings, of janitorial procedures and techniques, of cleaning chemicals and their interaction, of the operation and maintenance of janitorial power cleaning and polishing equipment, of safe work principles and practices, and of the Library's policies and procedures.
- Skill in assessing and prioritizing multiple tasks and demands, in working within deadlines to complete projects and assignments, in identifying and recommending solutions to problems, and in establishing and maintaining effective working relations with co-workers and other library employees.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- One (1) year experience in janitorial or cleaning services and H S graduate or equivalent. Must have a valid Ohio drivers license and be approved by the library's insurance company to drive the library's vehicles.

WORKING CONDITIONS

Work performed inside and outside of all library buildings. Will be required to lift and carry items weighing up to 100 pounds for a distance of 20 yards. Operate standard equipment including motorized vehicles, computers, and standard office equipment. Specialized equipment includes buffer, shampooer, and vacuum cleaner.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

For consideration external candidates for this position must first submit an Employment Application to the Human Resources Department at the Main Library, 715 Market Ave. N., Canton, OH 44702. Applications are available at all branches and online at www.starklibrary.org. Internal candidates should send a letter of interest to Human Resources.

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