



## **Part-time Facilities Maintenance Technician**

Hours: 20 hours per week; some evenings, weekends,  
and holidays required  
Minimum Pay Grade 7a

### **OVERVIEW**

- This newly created position actively supports and upholds the Library's stated mission and values while maintaining the library's facilities in a professional manner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides assistance in ensuring the Library's facilities, buildings and equipment at all locations (currently Nappanee Public Library and The Evelyn Lehman Culp Heritage Collection) are safely and properly maintained for use by employees and/or the general public.
- Performs a variety of skilled building maintenance activities; identifies and diagnoses maintenance issues; performs light maintenance on plumbing, electrical, lighting, drywall, flooring, walls, ceilings, roofing and landscaping; performs touch-up painting.
- Monitors approved third-party vendors for services such as trash removal, HVAC, elevator, snow removal, etc.
- Assembles and reconfigures office furniture systems and/or work spaces including desks, shelving, built-in cabinets and related fixtures.
- Assists with set up/tear down of programs and special events.
- Organizes maintenance supplies; notifies supervisor when inventory is low.
- Brings issues regarding waste, inefficiency, and safety to the attention of the Business Manager, Assistant Director, or Director, as appropriate.
- Works in and around facilities which may involve exposure to variable weather conditions, confined spaces, exposure to heights, machinery with moving parts, electrical currents, hazardous chemicals, or infectious diseases.
- Dependable, punctual, with good attendance and work habits.
- Performs other duties as assigned or required.

**MINIMUM EDUCATION AND EXPERIENCE**

- Must possess strong communication skills.
- High school diploma or equivalent preferred.
- At least two years of facilities maintenance experience preferred.

**SUPERVISOR**

- Business Manager

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the job change.*