

## **Library Maintenance I – Maintenance Technician**

**All Locations**

**40 hours/week**

### **DESCRIPTION:**

The Maintenance Technician's general duties include but are not limited to providing preventive maintenance and repairs to buildings so that they are structurally sound, safe, free from health hazards, comfortable and appealing, providing routine maintenance and repair to the library automated equipment, operating hand and power tools and other machinery in a safe and efficient manner and assuring that services provided meet established objectives, quality standards and schedules. This position requires travel to all library locations and will have access to a parish vehicle; therefore, the applicant selected will be subject to a driving background check.

For complete job description, please visit <http://www.bossierlibrary.org/job-opportunities>.

### **WORK SCHEDULE:**

<b>Tuesday – Thursday</b>	<b>11:00am – 8:00pm</b>
<b>Friday</b>	<b>9:00am – 6:00pm</b>
<b>Saturday</b>	<b>8:30am – 5:00pm</b>

### **QUALIFICATIONS:**

- Communicates effectively with a variety of audiences and individuals from diverse backgrounds
- Maintenance experience/training and a valid driver's license
- Possesses computer and technology skills necessary for effective communications
- Completion of high school or GED
- Ability to operate general office equipment such as computers, photocopiers, and typewriter with minimal training
- Ability to lift and move heavy objects, stoop, bend, move books and sit or stand for prolonged periods of time
- Ability to perform essential job functions with or without accommodation

**TO APPLY:** Applications will **ONLY** be accepted by **MAIL** or **E-MAIL** at the addresses listed below – no hand deliveries, please.

In your application, please **specifically identify the position for which you are applying** by stating the name of the branch and the specific schedule in which you are interested.

External job applicants must fill out and submit an Employment Interest Form (this application can be picked up at your local library branch) and three (3) references to Leslie Ivy at the address listed below.

Current employees interested in applying for an open position can submit a letter of intent to:

Bossier Parish Library  
Leslie Ivy, Administrative Assistant  
4915 Shed Rd.  
Bossier City, LA 71111  
Email: [libadmin@bossierlibrary.org](mailto:libadmin@bossierlibrary.org)

### **DEADLINE TO APPLY:**

Applications will be accepted until this position is filled.

**THE BOSSIER PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**JOB TITLE:** Maintenance Technician  
**CLASSIFICATION:** Library Maintenance I  
**LOCATION:** All locations  
**REPORTS TO:** Facilities Manager

### **JOB SUMMARY**

The Maintenance Technician's general duties include but are not limited to providing preventive maintenance and repairs to buildings so that they are structurally sound, safe, free from health hazards, comfortable and appealing, providing routine maintenance and repair to the library automated equipment, operating hand and power tools and other machinery in a safe and efficient manner and assuring that services provided meet established objectives, quality standards and schedules. This position requires travel to all library locations and will have access to a parish vehicle.

### **MAINTENANCE SERVICES**

1. Performs general and preventive maintenance on all buildings and related systems
2. Performs basic plumbing, electrical repair, carpentry, and painting
3. Repairs or replaces basic sprinkler system components/programs sprinkler systems as necessary to properly irrigate grounds
4. Sets up, takes down, and maintains seasonal lights, both free-standing displays and permanently affixed lighting
5. Completes daily, weekly and monthly checklists on building equipment maintenance and safety procedures and maintains records of scheduled maintenance procedures
6. Responds to emergency maintenance requests as required
7. Performs outside custodial duties daily (e.g. picking up trash, power washing parking lots, etc.)
8. Understanding of inventory of equipment and supplies

### **COMMUNICATION AND INTERPERSONAL**

1. Communicates effectively with a variety of audiences and individuals from diverse backgrounds
2. Develops and maintains effective relationships with others to achieve common goals
3. Works effectively in teams with strong team-building skills and attitudes
4. Applies effective strategies to manage organizational politics, conflict and difficult staff behaviors

### **OTHER RESPONSIBILITIES**

1. Understands and acts in accordance with the basic values, ethics, policies and procedures of library
2. Understands, applies and explains applicable laws
3. Possesses computer and technology skills necessary for effective communications
4. Establishes effective strategies for performance management
5. Demonstrate critical thinking, problem solving and decision making
6. Anticipates and adapts to change and challenges effectively
7. Pursue professional development and continuing education opportunities
8. Perform related work as required by supervisor

### **EDUCATION, EXPERIENCE, and KNOWLEDGE**

1. Completion of high school diploma or GED
2. Maintenance experience/training and a valid driver's license
3. Knowledge of building maintenance
4. Knowledge of tools and equipment used in construction and maintenance
5. Working knowledge of building construction
6. Working knowledge of building systems (mechanical, electrical, plumbing)
7. Working knowledge of paints and painting techniques
8. Working knowledge of safety procedures and safety laws
9. Working knowledge of basic English and math
10. Considerable knowledge of safe driving practices

## JOB STANDARDS

1. Professional commitment to develop high quality and high impact public library services, which promote individual and community success
2. Demonstrates collaborative, straight forward, team oriented leadership and supervisory methods
3. Models/develops/maintains excellent customer service
4. Models and maintains a positive, friendly and cooperative attitude to staff, contractors/vendors and public
5. Demonstrates positive attitude towards library technology and change
6. Promotes a positive library image in the community
7. Ensures that quality controls and productivity goals are being met
8. Performs job in keeping with the policies and procedures of the Bossier Parish Police Jury and Bossier Parish Library
9. Must be at work on time at regular scheduled hours
10. Ability to interact with staff, officials, contractors and the public effectively and courteously at all times
11. Ability to respond to a wide variety of practical problems and unpredictable circumstances
12. Ability to operate general office equipment such as computers, photocopiers, and fax machine with minimal training
13. Ability to lift and move heavy objects, climb and balance, stoop, bend, sit or stand for prolonged periods of time
14. Ability to perform essential job functions with or without accommodation

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Bossier Parish Library Administration Only	
Classification	Library Maintenance I
Title	Maintenance Technician
FLSA status	NE
Last revised	11-2-17

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