

**Chicago Heights Public Library**  
Job Description

**Position Title:** Maintenance Technician

**Position requirements:** Non-exempt

**Reports to:** Library Director

**Essential Functions:** Responsible for inside/outside maintenance and upkeep of the library building, grounds and equipment. Supervises outside vendors and contractors.

**Responsibilities/Duties:**

- Oversees and inspects the library regarding the maintenance/upkeep of the building and grounds and all library systems. Performs routine tasks to keep building functional; including but not limited to minor building repairs, basic carpentry/plumbing work, light bulb/ballast replacements, landscape needs, snow and ice removal, review of supply requirements, clean/replace filters, and maintaining custodial equipment/tools in good repair. Makes recommendations for non-routine work or repair. Identifies and performs preventative maintenance tasks.
- Daily onsite overseer of HVAC system and supplements the work of the HVAC maintenance contract service in performing routine and emergency HVAC tasks. Is a first responder to alarms/alerts of the system.
- Sets up meeting room for library programs.
- Oversees or administers work typically involving moving, using or adjusting heavy furniture/materials.
- Assists in procuring outside vendors/contractors for required maintenance work, evaluation of proposals and oversight of work.
- In a timely manner recommends procedures necessary to ensure that the library complies with existing fire, safety, building, and maintenance codes and regulations.
- Provides the technical support/advice on maintenance issues/repairs to manager/staff.
- Performs duties safely and within library safety procedures.
- Performs other tasks as assigned.

**Qualifications for appointment:**

- High School diploma plus three years appropriate skilled trades experience
- Computer literate – Internet, email and Microsoft Office knowledge
- Knowledge of proper maintenance procedures; HVAC systems/computer programs
- Proficiency with hand tools and ability to make repairs.
- Ability to interact with staff members and vendors
- Must be able to bend & stoop, reach up to 70”, climb stairs, stand at length, and lift up to 70 lbs. with or without reasonable accommodation
- Available to work evening and weekends as schedule requires
- Ability to pay attention to detail and work independently.
- Ability to carry out oral and written instructions and give instructions to staff clearly and concisely
- Must have valid driver’s license, insurance and access to a vehicle

**Date:** approved August 2020