

CITY OF IOWA CITY - Job Description

Job Class #9981

FLSA Non Exempt
Non Civil Service

Identification

Position Title: Maintenance Aide II
Department: Facilities Services
Division: Library
Immediate Supervisor: Library Building Manager

Job Summary

Under general direction, cleans and maintains buildings and grounds at the library.

Essential Job Duties and Responsibilities

Cleans, sweeps, dusts and **mops** restrooms, hallways, offices, public areas, windows and floors in library.

Vacuums carpets.

Dumps trash and waste paper.

Empties recycling bins and **transfers** materials to appropriate containers.

Locks and **unlocks** doors of library and **activates** and **disarms** security system.

Notifies appropriate personnel of needed supplies and maintenance needs.

Must **possess** computer, e-mail and time clock skills

Monitors library parking area; **issues** parking tickets.

Sets up tables and chairs for special events or meetings.

Works rotating weekend shifts.

Delivers/picks up books, supplies and equipment to other locations including remote book-drop bins.

Removes snow and **applies** ice-melt as needed to steps, entryways and fire exits.

Implements established policies and procedures regarding the safety and security of library patrons and fellow staff members.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs other duties as assigned.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk and use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and talk and hear. The employee is occasionally required to sit and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds with assistance. This position must have the ability to apply up to 30 pounds of force to move or push a book cart. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to moving mechanical parts; high, precarious places; outside weather conditions; extreme heat; risk of electrical shock and vibration.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

High school diploma or equivalent required. One month of experience in building maintenance required. Valid driver's license with satisfactory driving record required. Must pass criminal background check.

Preferred Education, Experience and Certification

Four months of experience in building maintenance preferred.

Knowledge, Skills, and Abilities

Knowledge of basic mechanical, electrical and plumbing systems in a public building. Knowledge of custodial materials and equipment. Skills in the operation of various cleaning equipment including floor scrubbers and wet vacuums, and snow blower. Ability to follow oral and written instructions. Ability to read and understand work orders and maintain electronic or written job records.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.