

## LARAMIE COUNTY LIBRARY SYSTEM JOB DESCRIPTION

<b>Job Title</b>	<b>FLSA Status</b>
MAINTENANCE TECHNICIAN	NON-EXEMPT
<b>Division</b>	<b>Pay Range</b>
ADMINISTRATIVE SERVICES	24

### JOB SUMMARY

The primary responsibility of the person in this position is to ensure that all library facilities and grounds are maintained in a safe, clean and attractive manner throughout the Laramie County Library System. Responsibilities include maintenance and housekeeping activities for Laramie County Library System. The major activities occur at the Cheyenne facility, but duties also encompass the Burns Branch Library, the Pine Bluffs Branch Library, the bookmobile and other motor vehicles.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. In consultation with the Facilities Superintendent this person plans, coordinates and performs the following activities:
  - a. A multitude of tasks, such as electrical work, carpentry, mechanics, plumbing, painting, gardening, etc.
  - b. Preventative maintenance tasks throughout the facilities, interior as well as exterior
  - c. Minor building repair and modification (i.e. carpentry, painting, etc.)
  - d. Maintenance and minor repair of concrete within the perimeter of each property
  - e. Maintenance, repairs and service to small equipment, such as lawn mower, snow blower, etc.
  - f. Maintenance, repairs and service to vehicles
  - g. Troubleshooting and skilled maintenance including upkeep and care of air conditioning and heating systems, plumbing, electrical systems, etc.
3. Ensures that the Laramie County Library in Cheyenne is ready to open to the public on time Monday through Saturday.
4. Works with the staff in the branches and bookmobile in regards to maintenance activities.
5. Maintains lighting by replacing light bulbs and cleaning fixtures.
6. Sets up and tears down for meetings and other activities related to the Laramie County Library System and Laramie County Library Foundation. This may include setting up tables, chairs and other items relating to the activity. Prepares coffee and hot water service as needed.
7. Schedules and participates in seasonal activities such as lawn care, gardening, snow removal, roof cleaning, line painting in parking lot, etc.
8. Carries out day-to-day cleaning activities inside and outside per the appropriate checklist. Activities include but are not limited to: dusting; vacuuming; washing windows and doors; cleaning bathrooms; removing gum and spots from carpeting; and cleaning things such as tables, work surfaces and light fixtures. Performs similar work outside.

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9. Assists in the development, recommendation and implementation of procedures to assure that Federal, State, and local building safety regulations are adhered to in the use and operation of library facilities.
10. Regularly maintains and schedules repairs of the Laramie County Library System's vehicles, including washing of vehicles. Makes sure all warranty issues and schedules are followed and adhered to.
11. Moves, erects, cleans and maintains furniture, equipment and modular offices.
12. Ensures that a stock level of maintenance supplies, including cleaning supplies, light bulbs, etc. as well as food supplies is maintained.
13. Coordinates and runs errands around town, branch courier trips to Burns and Pine Bluffs and handles some outgoing mail.
14. Works Greeter Desk as assigned.
15. Performs other related and necessary duties as assigned.

### MINIMUM REQUIREMENTS

- High School graduate
- 2 years of relevant experience or
- The equivalent combination of education and experience

### REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES

- Licensure or certification in one of the construction trades (electrician, plumber, HVAC, etc.) preferred
- Must have a current driver's license that is valid in the State of Wyoming
- Proficiency with a variety of software programs and systems related to the operation of the library including word-processing, calendaring/scheduling, e-mail
- Ability to speak, read, comprehend and write the English language
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks
- Ability to work flexible work schedules including weekends and holidays

### REPORTING RELATIONSHIPS

Reports to: Facilities Superintendent  
Supervises: Volunteers

### PHYSICAL EFFORT AND WORKING ENVIRONMENT

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The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files and/or stacks of material from one location to another and work outside in all types of weather.

**LATEST REVISED DATE 6/17**