



**ARE YOU LOOKING FOR MEANINGFUL WORK IN A SUPPORTIVE TEAM ENVIRONMENT?  
IS FULL-TIME WORK WITH AN EXCELLENT BENEFITS PACKAGE IMPORTANT TO YOU?**

*If so, this may be the job for you!*

**JOB VACANCY ANNOUNCEMENT:  
FULL-TIME MAINTENANCE ASSISTANT**

***OPEN TO CURRENT LIBRARY EMPLOYEES AND EXTERNAL CANDIDATES  
Applications accepted until the posting is removed or the position is filled.***

**VIGO COUNTY PUBLIC LIBRARY**

**Posting Date: January 18, 2023**

**MAINTENANCE ASSISTANT:** Opening for a full-time 40 hours per week non-exempt position in the Maintenance Department of the Vigo County Public Library.

**GENERAL DESCRIPTION:** The Maintenance Assistant is responsible for assisting with general building and grounds maintenance for VCPL facilities. The Maintenance Assistant supports the Maintenance Team by providing a clean and safe environment for the public and staff in support of the goals and objectives of the Vigo County Public Library.

**JOB FUNCTIONS:**

**Essential Functions Performed Daily:**

- Assist in the day to day activities of the Maintenance Department.
- Remove trash and litter from parking lot areas; sweep debris from parking areas as needed.
- Dust furniture in offices and common areas and perform general janitorial duties.
- Clean public and staff restrooms and kitchen or sink areas and restock with paper products in assigned areas.
- Dust mop, sweep, wet mop floors, and vacuum carpet.
- Trash removal from offices and public areas of the library.
- Clean Staff Room and perform other general cleaning assignments.
- Move tables and chairs into different set-up arrangements in meeting rooms according to meeting room reservation schedule, and clean meeting rooms as part of daily cleaning functions.
- Assist with performing daily general maintenance of library vehicles including checking tires and gauges and verifying that vehicles are fueled and in proper operating condition.
- Check maintenance ticketing system, email and phone messages frequently to determine new maintenance requests and re-prioritize workload as necessary in communications with the Facilities Manager.
- Assist in opening and closing the library, check doors to ensure they are locked at closing, as well as adjusting lights, and setting security system.

**Essential Functions Performed Periodically:**

- Perform lawn maintenance using 4-wheel drive tractor, zero-turn radius, push mowers, and hedge/edging trimmers for grounds maintenance; pull weeds in flower beds and in mulched areas as needed.
- Water outdoor trees, shrubs, flowers, etc. as needed.
- Rake and dispose of leaves on lawn and sidewalk areas.
- Remove snow from sidewalks, walkways, and parking lot; spread ice melt to ensure walkways are safe.
- Wash windows, woodwork, and walls.
- Strip and wax floors as assigned.
- Replace light bulbs and fluorescent tubes.

- Assist with electrical, mechanical, plumbing, and HVAC system repair, general maintenance and monitoring.
- Assist with unpacking, transporting, and installing equipment and materials and with the transfer of furniture and equipment between departments and other areas of the library.
- Assist with monthly preventative maintenance on the following equipment: floor care machines, lawn care machines, HVAC supply fans/filters, air compressor, hot water circulating pump, and overhead door.
- Assist with adding salt to the water softener and chemicals to the cooling tower water weekly.
- Assist with repairing and painting walls.
- Clean interior and exterior of library vehicles weekly.
- May be asked to substitute for other shift maintenance personnel including working at branch locations and assisting with setups for programs and events on-site and off-site sponsored by VCPL.
- Complete other duties as assigned.

**Additional Functions Performed Periodically:**

- Empty drop boxes for returned library materials.
- May be asked to assist in responding to fire and security alarms during off hours on an on-call basis.
- Collection and delivery of recycled materials.
- Delivery of library materials to branch locations.
- Attend library meetings and other in-service training sessions.
- Participation in Staff Association events.

**Library Values and General Expectations of All Employees:**

- Represent the VCPL's fundamental values of unbiased inclusiveness and respect for others.
- Establish an aware, approachable, and proactive service presence acknowledging customers with eye contact, a greeting, and an offer of assistance.
- Provide a positive service experience for each customer with a focus on facilitating the most beneficial outcome possible for the customer.
- Interpret and provide guidance on library policy and procedure to library customers.
- Address customer behaviors that do not align with VCPL Rights and Responsibilities in a respectful and constructive manner providing appropriate redirection and employing de-escalation tactics.
- Maintain confidentiality and privacy of library customer information and transactions.

**PHYSICAL AND COGNITIVE REQUIREMENTS:**

- Ability to read, write and understand written and verbal instructions.
- Ability to effectively communicate.
- Ability to remain calm during emergency situations.
- Ability to frequently lift items ranging from 26-50 pounds.
- Ability to occasionally lift items ranging from 51-100 pounds.
- Ability to push/move loads from 25-150 pounds.
- Ability to work outdoors in extreme temperatures and/or with exposure to outdoor elements.
- Ability to stand and/or walk for long periods of time.
- Ability to reach heights up to six feet and bend to floor levels; ability to climb a ladder up to 15 feet.
- Ability to drive a standard cargo van and/or pick-up truck.
- Ability to work well with the public and staff.

**WORK SCHEDULE:** The 40 hours per week schedule for this position includes early morning, afternoon, evening, and weekend rotation work hours. Schedule flexibility is required to meet department scheduling needs and assist with special programs and events. Sunday hours are paid at over-time rate.

**QUALIFICATIONS:**

- High school diploma or equivalent required.
- Must possess a valid Indiana Driver's license
- Must have acceptable driving record for the previous five years.

- Previous janitorial and/or building and grounds maintenance experience highly desirable; knowledge of janitorial procedures.
- Experience in operating and maintaining a variety of equipment including snow blowers, lawn mowers, and small hand tools.
- Ability to work independently and prioritize and maintain efficient workflow required; able to work well with minimal supervision.
- Ability to follow instructions and read directions.
- Ability to use standard cleaning supplies and equipment
- Ability to lift 26-50 pounds frequently.
- Ability to lift 51-100 pounds occasionally.
- Ability to push/move loads from 25-150 pounds.
- Post conditional job offer, prospective employee must be able to successfully complete a functional capacity test specific to job requirements.
- Ability to interact as a team member in a multicultural environment required.
- High degree of resourcefulness, tact, patience and demonstrated good judgment required.
- Excellent interpersonal skills and the ability to work effectively with a wide range of people in a diverse community required.
- Ability to work a flexible schedule with day, afternoon or evening shifts and weekend rotation.

**WAGE/BENEFITS:** Job Class 7 full-time non-exempt position. Rate of pay is \$14.1515 per hour which is equivalent to an annualized wage of \$29,435.12 (\$1,132.12 bi-weekly in 2023 based on two 40 hour workweeks); optional participation in the Anthem Blue Cross Blue Shield PPO Health Plan or High Deductible Health Plan with HSA, Anthem Blue View Vision Insurance, and Guardian Dental insurance (Through September 30, 2023 employee contributes \$162.66 per month for single employee coverage for participation in PPO Health/Vision/Dental plans, or \$24.22 per month for single employee coverage participation in HDHP with HSA/Vision/Dental plans); paid Life Insurance; paid Long Term Disability Insurance; 100% paid participation in Indiana Public Retirement System; eligible for 12 paid holidays per year; vacation and sick accrual occurs bi-weekly with the equivalent of 2 vacation days and 1 sick day for every active month of employment.

**APPLICATION INSTRUCTIONS:** Applications will be accepted until the posting is removed or the position is filled. Preferred methods of application: Visit the VCPL website at [www.vigo.library.org](http://www.vigo.library.org) and click on: Library Info > Get Involved > Join the Team to view, download, and complete the application form and email it with cover letter and resume to [application@vigo.lib.in.us](mailto:application@vigo.lib.in.us), or submit application materials online at [www.indeed.com](http://www.indeed.com).

**Vigo County Public Library is an E-Verify Employer.**

- Current library employees who wish to be considered must complete the VCPL Application for Employment form and submit it with application materials to Human Resources. Applications will be accepted until the position is filled.

Human Resources – Email: [application@vigo.lib.in.us](mailto:application@vigo.lib.in.us)  
**Vigo County Public Library**  
**One Library Square**  
**Terre Haute, IN 47807**

The Vigo County Public Library provides equal opportunities to all applicants for employment without regard to race, color, creed, religious belief, sex, sexual orientation, gender identity or expression, national origin, age physical or mental disability, ancestry, or veteran status. Vigo County Public Library complies with all applicable federal state and local laws governing nondiscrimination in employment in every library location. The Equal Employment Opportunity Policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, training, hiring, termination, transfer, leaves of absence, compensation, or any other personnel action.