



If you're looking for a full-time job with excellent benefits and want to work with a supportive team, this job may be for you!

**VIGO COUNTY PUBLIC LIBRARY
HAS A JOB OPENING FOR A FULL-TIME FACILITIES ASSISTANT & GROUNDSKEEPER**

OPEN TO CURRENT LIBRARY EMPLOYEES AND EXTERNAL CANDIDATES

Posting Date: November 12, 2024

Application review will continue until the position is filled. Applicants whose qualifications best match the requirements of this position will be contacted for an interview.

FACILITIES ASSISTANT & GROUNDSKEEPER: Opening for a full time 40 hours per week non-exempt position in the Facilities Department of the Vigo County Public Library.

GENERAL DESCRIPTION: Facilities-Groundskeeping Assistants are responsible for performing a variety of duties that include maintaining the cleanliness of library facilities; setting up meeting rooms; performing basic maintenance tasks such as light plumbing, equipment repair, and painting; and participating in the care and maintenance of library vehicles, grounds, and landscaping areas. Facilities-Groundskeeping Assistants operate as a team under the supervision of the Facilities Manager to ensure library facilities and premises are a clean and safe environment in support of the goals and objectives of the Vigo County Public Library.

JOB FUNCTIONS:

Daily and Regular Essential Indoor Functions:

- Assist in the day-to-day activities of the Facilities Department including opening and closing the facility, activating/deactivating the alarm system, checking all facility entrances and exits at closing to ensure doors are locked and secure, and adjusting light settings.
- Clean assigned public and staff areas to include the following basic tasks:
 - Utilize personal protective equipment (PPE) when body fluids or human waste is present during trash removal and/or cleaning and disinfecting surfaces. Follow proper cleaning, disinfecting, and disposal procedures.
 - Remove trash from all trash receptacles and pick up and dispose of trash found outside of receptacles.
 - Dust furniture and spot clean stains or spills on furniture.
 - Clean floors by vacuuming, dust mopping, sweeping, wet mopping, and spot cleaning as appropriate.
 - Clean and disinfect restrooms including toilets, stalls, sinks, urinals, waste receptacles, and floors. Restock with paper products.
 - Clean and disinfect kitchen surfaces and sink areas, restock with paper products.
- Perform meeting room setups by verifying room reservation schedule and setup arrangement instructions. Move and arrange tables and chairs according to set-up arrangement instructions. Make sure meeting rooms are clean before and after use.
- 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 ticketing system, email, and phone messages frequently to review new work requests for Facilities team and re-prioritize workload as necessary in consultation with the Facilities Manager and team members.

Daily and Regular Essential Outdoor Functions:

- Remove trash from outdoor receptacles and remove litter from grounds and parking lot areas; sweep and dispose of debris from parking areas as needed.
- Groundskeeping and Landscape Maintenance – Frequency Varies by Season

- Perform lawn maintenance using zero-turn radius mower, push mower, and edging trimmers to maintain neat edge around walks, flower beds, and walls.
- Pull weeds in all plant and signage landscape areas. Trim shrubs and cut low-hanging tree limbs as needed. May be directed to assist with planting in landscape areas.
- Water landscape area plants and trees on property as needed. Apply fertilizer to grounds and landscape areas as directed.
- Rake and dispose of leaves on grounds including sidewalks and landscaping areas; sweep debris from walkways.
- Apply pesticide to rid grounds of pests such as mosquitos, wasps, ticks, fleas, etc.
- Perform minor repairs and maintenance procedures on equipment utilized for groundskeeping.
- Snow Removal
 - Remove/shovel snow from sidewalks, walkways, and parking lot; spread ice melt to ensure walkways are safe.
 - Plow snow on parking lot using the VCPL truck with attached snowplow; attach and remove snowplow from truck as needed.

Additional Functions Performed Periodically:

- Replace light bulbs and fluorescent tubes.
- Check various equipment for maintenance alerts and 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.
- Wash indoor windows, woodwork, and walls.
- Clean exterior windows and gutters using designated safety measures such as harnesses when heights are involved.
- Strip and wax floors as assigned.
- 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.
- Assist with unpacking, transporting, and installing equipment and materials and with the transfer of furniture and equipment within and between library facilities.
- Empty drop boxes for returned library materials.
- May be asked to assist in responding to fire and security alarms.
- Collection and delivery of recycled materials.
- Participate in Staff Association events and attend library meetings and other in-service training sessions.
- Assist with setup for programs and events sponsored by VCPL.
- Complete other duties as assigned.

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 lift items ranging from 25-50 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: This position has a 40 hours per week work schedule which is generally 11:15 AM - 8:15 PM Monday through Thursday; alternating Fridays 10:00 AM – 7:00 PM; and alternating Saturdays and Sundays. Sunday hours are in addition to the 40 hours per week work schedule and are paid at the overtime rate. Schedule flexibility is required, including evening and weekend work to meet department scheduling needs and assist with special programs and events.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Must possess a valid Indiana Driver's license.
- Must have an acceptable driving record for the previous five years.
- Previous building and grounds maintenance experience required, knowledge of janitorial procedures highly desired.
- 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.
- Must successfully complete occupational health pre-employment job related tasks exam that includes:
 - Use of proper body mechanics for bending/lifting
 - Crouching/squatting
 - Push/pull 150lbs
 - Climb ladder
 - Use of hands and fingers
 - Repetitive motion/flexion of fingers
 - Repetitive gripping ability
- Ability to lift 25-50 pounds.
- 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 \$14.29 per hour. Optional participation in the United Healthcare PPO Health Plan or High Deductible Health Plan with HSA, Guardian Vision Insurance, and Guardian Dental insurance (Through December 31, 2024 employee contributes \$173.68 per month for single employee coverage for participation in PPO Health/Vision/Dental plans, or \$33.68 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. Tuition Reimbursement is available in accordance with the VCPL Staff Development policy.

APPLICATION INSTRUCTIONS: Application review will continue until the position is filled. Applicants whose qualifications best match the requirements of the position will be contacted for an interview. Preferred methods of application: 1) Download the VCPL application form at <https://vigolibrary.org/about-2/careers/> , email the completed form along with a cover letter and resume to application@vigolibrary.org; or 2) submit application materials online at 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. Application review will continue until the position is filled.**

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.

Human Resources, Vigo County Public Library