

MERIDIAN LIBRARY DISTRICT

Maintenance Coordinator



Position Summary

The Maintenance Coordinator oversees and performs maintenance and repair services for the Meridian Library District facilities and grounds, working with property managers when appropriate to adhere to established lease contracts. The Maintenance Coordinator provides customer service with library staff to ensure the library facilities and grounds are welcoming, safe, and user-friendly for library patrons and staff.

Duties and Responsibilities

Essential

Maintenance and Repairs

Works with the Library Director and Leadership to develop and manage the preventative building maintenance schedule and the operational maintenance schedule. Participates in meetings related to maintenance management and coordination. Determines facility and equipment needs and services and makes recommendations to the Library Director for repair, replacement and purchase of equipment or facility services; requisitions services, parts or equipment after researching potential suppliers or contractors. Maintains an inventory of furnishings and supplies. Balances workload to ensure all maintenance issues and services are addressed in a timely fashion; this includes prioritizing the workload and contracting out services to ensure work is completed on time. Performs daily and routine inspections of facilities and grounds for safety hazards, cleanliness, vandalism, storm damage, and wear and tear and performing minor repairs from inspection findings.

Performs or contracts out interior and exterior maintenance and repair of facilities and grounds including but not limited to: repairing building fixtures and equipment (e.g., locks, windows, doors, screens, gutters, drains, shelving, etc.) to ensure proper working order of fixtures and equipment

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utilizing various tools (e.g., wrenches, screwdrivers, hammer, etc.); performing assembly and repair of furniture, cabinets, tables or and linoleum repairs; performing minor roofing repairs to prevent roof leads and maintaining acceptable condition of roof and storm gutters utilizing various tools (e.g., glue, utility knife, roof patch, etc.) as needed; performing minor painting projects (e.g., cabinets, doors, walls, etc.) to the facilities and equipment using various tools (e.g., brushes, sanders, putty knife, etc.) as needed. Works with staff on space and office configurations; installs and moves new and existing furniture, fixtures, and electronic equipment as needed.

Schedules vehicle maintenance and repairs, and performs basic maintenance such as inspections, oil changes, and car washes for library vehicles.

Ensures proper working order of electrical lines and fixtures to ensure continual power source for the daily operation of the facility (i.e., equipment, fuses, lighting, call systems, outlets, etc.) and may perform basic electrical maintenance utilizing various tools (e.g., line tester, screw driver, ratchet set, ladder, etc.) as needed. Contracts licensed electricians to perform electrical repairs or maintenance.

Ensures proper working order of sewage, water, cooling, and heating system lines and equipment. Works with licensed plumbers, maintenance mechanics, engineers, etc., to perform preventative maintenance and advanced repairs. Schedules repairs and minor maintenance for the HVAC and boiler systems and schedules all inspections related to fire, sprinkler, backflow, fire alarm tests. Performs monthly inspections of fire extinguishers, AED's, and first aid kits and coordinates annual inspections by a third-party service.

Contract Oversight

Contacts and works with outside contractors and vendors for construction or to make repairs or service equipment. Inspects and evaluates service contractors, including custodial services, exterior landscaping, and snow removal.

Planning and Recordkeeping

Maintains a log using the facilities ticketing system to track and address complaints and issues. Documents daily inspections and/or maintenance work performed. Addresses safety issues appropriately and notifies staff appropriately of potential safety hazards. Creates and updates Material Safety Data Sheets (MSDS) for reference by all personnel to ensure workplace safety. Participates in the budgeting process by advising the Library Director on facilities needs and monitoring the facilities budget. Maintains good attendance and timekeeping records.

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Customer Service

Provides high quality internal customer service to other staff and vendors, and is responsive to patron requests. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity. Arrives at work location on time, ready to interact with other staff.

Marginal

Assists with custodial services if necessary and properly utilizes and handles chemicals, supplies, and materials and follows proper methods and procedures in all phases of duties performed. Assists with exterior landscape and facility maintenance when necessary; duties to include, but not limited to: emptying cigarette holders, ensuring grounds and facilities are litter and trash free, upkeep and clearing of pond, mowing, tree and shrub trimming, operating landscape equipment, maintaining sprinkler/irrigation systems, weed control, application of fertilizer and pest control, pond maintenance and snow removal. Keeping the parking lot, storage areas, and vehicle storage areas clean.

May assist with conference room event set-up, including set-up of tables, chairs, equipment and other items as needed.

Performs other duties as assigned. The maintenance duties of this job may change on an as-needed basis, based on the changing needs of a growing library.

Minimum Qualifications

Knowledge, Skills and Abilities: Working knowledge of general facilities maintenance procedures and related tools such as hand tools, hand power tools, and lawn maintenance equipment. Must be able to perform varied facilities and grounds maintenance and snow removal, repair and cleaning, safely operate all equipment and tools required, and safely utilize related protective gear and safety equipment. Good knowledge of building codes and knowledge of when work must be performed by licensed contractors. Good knowledge of heating, ventilating, and air conditions (HVAC) related maintenance. The job requires the employee to identify and prioritize a variety of tasks, determine work to be contracted out, complete assignments in a timely manner, and be flexible and change priorities (sometimes on short notice) to meet the needs of the library. Must exhibit project management skills and be able to manage multiple projects, both big and small, and short and long term simultaneously.

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Proficient with standard Microsoft applications (including Office applications). Ability to learn and adapt to new software and equipment technologies.

Provides exemplary internal and external customer service and maintains a favorable public image of the library. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations and/or contractors.

Experience: 3-5 years of facility maintenance experience overseeing site operations, or equivalent experience, training, and/or education. The job requires experience performing skilled repair and maintenance in carpentry, plumbing, electrical, building maintenance, and grounds related work; using specialized tools and equipment associated with trades indicated; maintaining maintenance records and preparing related reports; estimating material needs and costs for jobs; reading blueprints and specifications; working with and evaluating contractors. Demonstrated commitment to diversity, equity, and inclusion.

Education: High School Diploma or G.E.D.

Training, Licenses, or Certifications: Valid driver's license in good standing.

Supervisory Responsibility: None

Preferred Qualifications: 5-10 years of related facility maintenance experience overseeing site operations.

Working Conditions

Essential Physical Requirements: The job requires the employee to stand, walk, twist, turn, balance, stoop/bend, sit, kneel, climb, squat, crawl, crouch, hear, listen, see, and speak clearly. The job also requires the employee to lift and carry up to 500 lbs, reach at, above, and below shoulder height, grasp objects weighing 10-25 lbs., and pull/push objects weighing 50 lbs.

Mental Requirements: The job requires the employee to read, write, comprehend and use perceptions, and perform mathematical calculations.

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with telephones, computers, and commonly used document, spreadsheet and email applications. This job also requires safely driving a variety of vehicles (Bookmobile, Sprinter, and passenger vehicles) and understanding vehicle maintenance.

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Expected Hours of Work: The job requires employee to work a varied schedule (occasional weekend and/or evening work) and adjust working schedule as necessary (occasionally on short notice) when weather or urgent facilities issues require.

Work Environment: the job requires the employee to work alone, work remotely, work around others, work with contractors, have verbal contact with others, have face-to-face contact, be subject to noise, work with and around maintenance and mechanical equipment and moving objects, and work inside and outside including outside cold temperatures for short periods of time during the winter months. The work environment will include inside conditions, outdoor weather conditions (including ice in parking lots and on sidewalks), extreme temperatures, with areas of dust, odors, mist, gasses or other airborne matter.

Expected travel: The job requires the employee to perform travel between library locations.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

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