

## CITY OF MERRILL JOB DESCRIPTION

JOB TITLE: Library Maintenance Custodian (part-time)      STATUS: Non-exempt  
REPORTS TO: Maintenance Supervisor                              DATE: August 2024

---

### ***Position Summary:***

This position performs custodial and maintenance duties in and around the T.B. Scott Free Library; troubleshoots and performs minor repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of meetings and events; works closely with other employees to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations.

### ***Principal Duties and Responsibilities:***

1. Dust, sweep, and mop floors and stairs; empty trash containers; vacuum and shampoo carpets; strip, wax and buff floor; dust furniture; wash and clean windows.
2. Clean and disinfect restrooms; stock facilities with paper and other supplies; clean kitchen.
3. Arrange furniture in conference rooms and council chambers as requested.
4. Order supplies and minor replacement items.
5. Replace a variety of light bulbs and lighting accessories.
6. Move furniture, file boxes and other items when requested:
7. Maintain the property surrounding the Library which include snow removal, lawn mowing, shrubbery trimming, cultivation of flowers, planting of shrubs and repair work.
8. Notify supervisor concerning need for major repairs to building on electrical, plumbing, structural, heating and ventilating equipment.
9. Perform minor repairs, for example: replacing ceiling tile, floor tile, painting, rug removal and general repairs as requested by Supervisor.
10. Clean and polish equipment or furniture as required.
11. Operate power equipment such as lawnmower, weed-eater, snow-blower, carpet cleaner, pressure washer, and hand and power tools.

### ***Additional Duties and Responsibilities:***

Other duties may be necessary to fulfill the responsibilities of this position.

***Work Relationships and Scope:***

Reports to: Maintenance Supervisor

Supervises: None

Work Relationships: Works very closely with employees in the same department and other departments. Has occasional contact with vendors and governmental agencies.

***Knowledge, Skills and Abilities, Qualifications Required:***

Education/Experience: High School graduation or equivalent; some experience as a building custodian or maintenance person.

Skills/ Abilities:

- Thorough knowledge of the techniques of cleaning and maintaining the interior and exterior of a large office building.
- Ability to establish and maintain effective working relationships with City officials and the general public.
- Possess good judgment; initiative; be in good physical condition.
- Ability to perform tasks involving lifting and shoveling (snow removal).
- Ability to perform physical labor - walking from task to task or up and down stairs, and to perform work on a ladder and wash windows; operate equipment, clean floors and fixtures, etc.
- Ability to understand directions or comprehend instructions provided on equipment and chemicals.
- Ability to read building plans and drawings or instructions.
- Knowledge of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care.

Qualifications: Candidates are required to pass a physical examination once job is offered. Physical examination is paid for by the City. Until the physical examination has been conducted and records turned over to the City of Merrill, applicant chosen is not officially hired.

***Working Conditions:***

Job Conditions/Work Location: Work is performed indoors at the T.B. Scott Free Library. Some work is also performed outside (i.e. snow removal and ground maintenance). Work is performed 5 ½ hours/day Monday - Friday.

Physical Requirements: Requires extensive mobility including standing, walking, sitting, kneeling, climbing, bending, squatting, reaching, grabbing, pulling, pushing, and lifting. May be required to lift, push, pull or carry 100 lbs. Some exposure to noise. Requires excellent vision.

Equipment Operated: Lawn mower, snow blower, gas trimmer, various hand tools, floor buffer, carpet cleaner, wet/dry vacuum, extractor, various saws and drills.

Salary Grade: Starting at Grade 3 - Step 3 on the library pay grid depending on experience, plus benefits.

***Acknowledgment:***

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and

responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

---

Supervisor Signature

---

Date