

Grand County  
LIBRARY  
District   
**Job Description**

**Job Title:** Maintenance Technician  
**Job Code:** Grade 30  
**Reports To:** Director of Facilities  
**FLSA Status:** Non-Exempt  
**Department:** Facilities

**Summary:** Aids the Director of Facilities to perform the maintenance, repair and cleaning, of the Library District's facilities, grounds and equipment by performing the following duties on an as needed, part time basis.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Aids in maintaining all district buildings; Inspects buildings and equipment for needed repairs, maintenance, cleaning and renovation.
- Aids in maintaining all district grounds including driveways, parking areas, sidewalks, sprinkler systems, lawns, patios, landscaping, snow removal and melt, exterior signage and lighting.
- Follows preventative maintenance schedules set by Director of Facilities for repair and maintenance work to minimize disruption of library operations.
- Adheres to the facilities maintenance budget set by Director of Facilities.
- Maintains positive and effective communication with district staff.
- Attends meetings and contributes information as needed.
- Aids in maintaining safety policies and procedures and maintains compliance in all areas of safety.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies :

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification.
- Written Communication - Writes clearly and informatively.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Organizational Support – Is familiar with organizational structure; Follows policies and procedures; Supports organization's goals and values; Functions as a member of the library

district team.

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

### **Required Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The education/experience and skills listed below are representative of the knowledge and abilities needed to perform the essential duties of this position.

- **Education/Experience:**  
High School Diploma or GED, basic knowledge of plumbing, electrical, appliance repair, carpentry, drywall repair, and painting.
- **Language Ability:** Ability to respond orally or in writing to common inquiries or complaints from customers, staff or regulatory agencies.
- **Math Ability:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.
- **Reasoning Ability:** Ability to solve practical problems and deal with multiple variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Technology Skills:** To perform this job successfully, an individual should have working knowledge of word processing software, spreadsheet software, facilities management software, e-mail/contact management software and internet research.

### **Certificates and Licenses:**

- Current Driver's License and proof of automobile insurance

### **Equipment:**

- Current driving license
- Working, reliable vehicle

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts.
- The employee is frequently exposed to outdoor weather conditions.
- The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat (non-weather); risk of electrical shock and vibration.
- The noise level in the work environment is sometimes loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee must frequently lift and/or move up to 100 pounds.
- The employee must be able to work at heights upward of 30 feet.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. Use of hand tools is required.
- The employee is frequently required to sit, stand, walk, climb or balance, stoop, kneel, crouch or crawl and talk or hear.