



## **Maintenance Specialist (Grade 60)**

Portland Public Library (PPL) is currently seeking a Maintenance Specialist.

Reporting to the Facilities Manager, this position is responsible for performing a wide array of tasks to support library operations and facilities, to create and maintain a clean, pleasant, safe, and productive environment for library patrons and staff.

This work is performed throughout the Downtown Library's large public spaces, and at branch locations across Portland. This position supervises maintenance and facilities processes in the absence of the Facilities Manager and assesses situations using appropriate independent judgment.

### **Nature & Scope of the Position**

1. In the absence of the Facilities Manager, this position is responsible for identifying emergent issues, must be able to identify and take appropriate steps to handle problems – including determining when repair work can be handled internally and when a vendor's services are required, as well as communicate to the Facilities Manager the resolution of problems.
2. This position monitors the performance of various building systems to determine if they are operating properly. If problems are detected, judgment must be exercised to determine if service or repairs by technicians are required, or if a simple adjustment can be made. Such systems include HVAC, elevators, lighting, fire protection, gas, electric and water utilities, etc.
3. This position is responsible for library maintenance and repair activities to ensure the library is clean, safe, comfortable, and productive for patrons and staff. Examples of tasks include: replace light bulbs and ballasts; check circuit breakers; make minor repairs to plumbing and electrical systems; assemble, build, move, or repair furniture and shelving; maintain landscaping and landscaping equipment; paint or repair building surfaces; maintain library vehicles; coordinate with outside contractors for major repairs as necessary; purchase supplies and materials for projects; remove snow - including appropriate sanding and/or salting.
4. This position can function as a team leader for small maintenance projects - planning and directing other maintenance staff, while performing hands-on work on these projects.
5. This position identifies safety issues and resolves or reports to those who can resolve.
6. This position must carry a radio when in the Downtown Library, and backs up Public Safety in emergency situations when called upon.
7. This position assists with making van deliveries of library materials between the Downtown and Branch libraries according to established procedures and schedule, and setting/disabling alarm systems as required.

8. This position assists with conference room and event set-up, breakdown, and cleaning, including furniture, signage, and AV equipment according to specifications detailed in the rental agreements.
9. This position assists with general cleaning as necessary: sweep, mop, strip, wax and polish floors; dust shelves and furniture; vacuum; collect and remove trash and recycling; wash windows; clean restrooms, etc.
10. All work is to be performed with safety and OSHA requirements in mind, following best practices for fall protection, personal protective equipment, power tool safety, ergonomics, biohazard cleanup, chemical storage and handling, etc.
11. Position regularly uses computer to check email, work tickets, and other functions to support communication and coordination of projects.
12. Other duties as assigned.

### **Basic Qualifications**

At the entry level, this position requires experience in maintenance work; or any equivalent combination of experience and training which provides the following:

1. Ability to drive box truck. Valid driver's license and clean driving record required.
2. Knowledge of the materials, tools, methods, and best practices used in all aspects of maintenance and cleaning.
3. Ability to diagnose and resolve basic issues with HVAC, electrical, and plumbing systems.
4. Ability to communicate effectively with Facilities Manager and other PPL staff who may not always be on the same work schedule. Ability to understand and carry out oral and written instructions and to work cooperatively with others. Ability to communicate and to follow through to "person in charge" for security issues and follow-up. Ability to communicate well verbally and in writing with all members of the public and to enforce library rules effectively while maintaining a calm and professional demeanor.
5. Ability to lead small repair and maintenance projects, including but not limited to estimating and purchasing materials, coordinating with outside vendors, sequencing and scheduling tasks, and coordinating and directing other facilities staff.
6. Computer literacy to be comfortable with email and online work ticketing system.
7. Ability to evaluate safe and unsafe practices and to follow OSHA requirements including safety equipment such as safety glasses, ear plugs, machinery guards, and other items appropriate for good safety practices. Ability to use power tools without supervision while practicing good safety measures is essential.

Sufficient physical stamina and general health to perform tasks as noted above.

## **Work Environment & Physical Demands**

- This position includes physically demanding repetitive tasks, such as lifting and carrying boxes up to 50lbs. and shoveling snow.
- Position also includes exposure to potentially harmful working conditions such as in and around machinery, climbing ladders, working on rooftops and use of cleaning agents, paints and solvents.
- This position is union-represented.
- May be required to respond to afterhours needs when the library is closed, such as responding to burglar/fire alarms or plowing snow. Additional compensation may be available for these duties as described in the CBA.
- The library's hours vary, and this position may include occasional evening and weekend hours.
- This position is performed in a busy public library environment and requires regular use of a computer.

## **Compensation & Benefits**

Hours & Pay: This is a union-represented, full-time, 37.5 hours per week onsite position, normally scheduled to work Monday - Friday. Pay begins at \$19.30/hour for entry level.

Benefits: Permanent employees receive a generous benefits package through the City of Portland that includes paid holidays; employee health insurance; sick and vacation leave; optional life, dental, vision and income protection insurances; choice of retirement plans; and tuition reduction program with the University of Southern Maine and Thomas College.

## **How to Apply**

To apply, please send your resume, letter of interest, and three professional references via email at [careers@portlib.org](mailto:careers@portlib.org).

Mailed applications may be sent to: Human Resources, Portland Public Library, 5 Monument Square, Portland, ME 04101.

Initial consideration will begin September 7, 2023.

## **About PPL**

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.