



## **Maintenance Technician II (Grade 59)**

Portland Public Library is seeking a part-time (32 hours per week) Maintenance Technician II.

Reporting to the Facilities Manager, this position is responsible for performing a wide array of tasks to support library operations and facilities while creating and maintaining 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 is a part-time, 32 hour per week onsite position. This position is scheduled Tuesday through Friday, from 12pm-8pm; pay range begins at \$18.38/hr. Excellent benefits include health, dental, vision, retirement, and paid leave.

### **Nature & Scope**

1. This position is responsible for making van deliveries of library materials between the Downtown Library and Branch libraries according to established procedures and schedule, and setting/disabling alarm systems as required.
2. This position is responsible for conference room and event set-up, breakdown, and cleaning, including furniture, signage, and AV equipment according to specifications detailed in the rental agreements.
3. This position assists with library maintenance and repair activities to ensure the library is clean, safe, comfortable, and productive for patrons and staff, including but not limited to deliveries, room set-ups, maintenance, and general repairs. Examples of tasks include: replace light bulbs; check circuit breakers; make minor repairs to plumbing and electrical systems; assemble, move, or repair furniture and shelving; maintain landscaping and equipment; paint or repair building surfaces; remove snow with provided equipment (snowblowers, plow, and shovels) - including appropriate salting.
4. 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.
5. This position must be able to work independently or with other facilities staff, depending on the nature of the work at hand, and/or the schedule of the day/week. In the absence of the Facilities Manager and Facilities Specialist, this position is responsible for identifying emergent issues, communicating with the Facilities Manager about the best way to resolve the issues, and trying to resolve them when possible.

6. This position must carry a radio when in the Downtown Library and backs up Library Safety staff in emergency situations when called upon (codes Pink (lost child) code Green (fight)).
7. 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.
8. This position delivers deliveries (UPS, USPS, FedEx, or other freight) to different departments through-out the downtown location, and branches.

### **Basic Qualifications**

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

1. Ability to drive a box truck and plow truck. Valid driver's license and clean driving record required.
2. Knowledge of the materials, tools, methods, and best practices used in cleaning and light maintenance.
3. 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.
4. 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.
5. Ability to diagnose and solve ergonomic issues is helpful.
6. Sufficient physical stamina and general health to perform tasks as noted above.
7. Ability to navigate website used for conference room/event set ups.

### **Work environment**

- 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 performed in a busy and diverse public library environment where public interaction sometimes can present challenging situations.
- May be required to respond to after-hours 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.

## **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.

**To apply, please send a cover letter, resume, and three professional references to [careers@portlib.org](mailto:careers@portlib.org). Initial consideration will begin on September 21, 2023, and this posting will remain open until filled.**