



Maintenance Technician II

Portland Public Library (PPL) is currently seeking a **Maintenance Technician II**. Reporting to the **Facilities Manager** (or a Facilities Specialist in the Manager's absence,) this position is responsible for performing a wide array of tasks to support library operations and facilities, including but not limited to deliveries, room set-ups, maintenance, and general repairs, 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 union-represented, **full-time, 37.5 hours per week** onsite position, normally scheduled to work **Monday through Friday**, after training.

Nature & Scope

- This position is responsible for 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.
- 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.
- This position assists with library maintenance and repair activities to ensure the library is clean, safe, comfortable, and productive for patrons and staff. Examples of tasks include replacing light bulbs; checking circuit breakers; making minor repairs to plumbing and electrical systems; assembling, moving, or repairing furniture and shelving; maintaining landscaping and landscaping equipment; painting or repairing building surfaces; removing snow - including appropriate sanding and/or salting.
- 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.
- 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 the issues when possible.
- This position must carry a radio when in the Downtown Library, and backs up security in emergency situations when called upon.
- 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.

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:

- Ability to drive box truck and plow truck. Valid driver's license and clean driving record required.

- Knowledge of the materials, tools, methods, and best practices used in cleaning and light maintenance.
- 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.
- 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.
- Ability to diagnose and solve ergonomic issues is helpful.
- Sufficient physical stamina and general health to perform tasks as noted above.

Work Environment and 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 performed in a busy public library environment and requires regular use of a computer.
- 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.
- Public interaction sometimes can present challenging situations involving people who have mental, emotional, or physical disabilities, or lack a working knowledge of the English language.

Compensation & Benefits

Hours & Pay: This is a union-represented, **full-time, 37.5 hours per week** onsite position, normally scheduled to work, **Monday through Friday. Pay begins at \$19.78/hr.**

Benefits & Other Details: Excellent benefits package includes health, dental, and vision insurance, retirement options (in lieu of Social Security), and paid leave.

How to Apply

To apply, please send your resume, letter of interest, and three professional references via email at careers@portlib.org.

Mailed applications may be sent to:

Human Resources
 Portland Public Library
 5 Monument Square
 Portland, ME 04101

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.