



Senior Maintenance Technician I

Portland Public Library (PPL) is currently seeking a Senior Maintenance Technician I. Reporting to the Facilities Manager (or a Facilities Specialist in the Manager's absence,) this position is responsible for performing a variety of cleaning and light maintenance tasks to support library operations and facilities, to ensure the library and its grounds are clean, safe, comfortable, and productive for patrons and staff. This work is performed primarily at the Downtown Branch, and occasionally at branch locations across Portland.

This is a union-represented, full-time, **37.5 hours per week** onsite position, normally scheduled to work Tuesday-Saturday 3pm-11pm-subject to change. **Pay begins at \$18.84/hr.**

Nature & Scope

- This position is responsible for setting/disabling alarm systems as required. When closing the building for the night, this position ensures that all staff, guests, vendors, and patrons have safely left the building, by making a full sweep of the building prior to setting alarm.
- This position is responsible for general cleaning, including but not limited to: sweep, mop, strip, wax and polish floors; dust shelves and furniture; vacuum and shampoo carpets; collect and remove trash and recycling; wash windows; clean restrooms, etc..
- This position is regularly exposed to and responsible for cleaning up bio fluids and syringes.
- This position coordinates tasks with other Facilities Techs regarding all custodial duties and is responsible for planning workflow and assigning specific tasks on a daily basis, adjusting work sequences and areas to be cleaned as necessary.
- This position is responsible for identifying and planning larger cleaning projects, in conjunction with their supervisor, and managing the projects from start to finish.
- This position assists in training other Facilities staff members in the correct use of cleaning equipment and products. Additionally, this position trains other library staff on the correct use of sanitizing products as used at public facing service desks, and at all public computers.
- This position tracks inventory of cleaning supplies and paper products and ensures an adequate inventory levels by proactively placing orders via the Facilities Manager. Additionally, this position monitors cleaning supply levels in each library department, and restocks as necessary.
- This position may be asked to assist with 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 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, Facilities Specialist, or Facilities Tech II, 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 Branch, and backs up Safety in emergency situations when called upon.

- All work is to be performed with safety and OSHA requirements in mind, following best practices for personal protective equipment, equipment safety, ergonomics, bloodborne pathogens, chemical storage and handling, etc..

Basic Qualifications

This position requires experience in janitorial work; or any equivalent combination of experience and training which provides the following:

- Knowledge of the materials, tools, product, methods, and best practices used in cleaning all types of surfaces, including but not limited to carpet, tile, vinyl floors, painted walls, acoustic ceiling tiles, bathroom fixtures and partitions, and glass.
- Ability to work cooperatively and communicate effectively both orally and in writing.
- Ability to evaluate safe and unsafe practices and to follow OSHA requirements.

Work Environment and Physical Demands

- Moderately repetitive physical tasks such as sweeping, mopping, and vacuuming
- Exposure to potentially harmful working conditions including but not limited to machinery, ladders, cleaning agents, and paints and solvents
- Lifting up to 30 lbs
- Regular computer usage

Compensation & Benefits

Hours & Pay: This is a union-represented, full-time, **37.5 hours per week** onsite position, normally scheduled to work Tuesday-Saturday 3pm-11pm-subject to change. **Pay begins at \$18.84/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.

Initial consideration will begin immediately. This position will remain open until filled.

About PPL - Core Values

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.