



**Job Title: Building and Grounds Assistant**

**Reports to:** Building and Grounds Mgr.

**Job Description:** The Building and Grounds Assistant helps ensure that the Library building, utility systems, and grounds are maintained in a clean, safe, and well-functioning manner.

**Responsibilities include, but are not limited to:**

- Primary duties will be to assist building manager with all facilities and maintenance issues. This includes both physical and technical support.
- Secondary duties will be to observe and assist the part-time custodial employee, as required, to ensure the building is clean at all times.
- Monitor all utility systems on a day-to-day basis with the Building Manager to ensure proper functioning, including geothermal, electrical, gas, water, fire suppression, elevator, roofing, security, and any other structural or property systems.
- Assist the Building Manager to help ensure that all maintenance is performed safely.
- Be able to communicate with outside service contractors and suppliers in the absence of the Building Manager.
- Assist with annual safety inspections of systems.
- Assist the Building Manager to ensure that the building and grounds are kept clean, easily accessible, and in good condition in all seasons.
- Assist the Building Manager yearly to make recommendations for expenditures required for the upcoming fiscal year.
- Work with the Building Manager to understand and monitor the Department's budget.
- Work to decrease expenses through utility costs, suppliers, procedures and/or equipment.
- Make recommendations for equipment, system, or mechanical upgrades or replacements.
- Assist Library staff with projects as directed by the Building Manager,
- Basic computer skills.

**Additional Information:** Full time position (40 hours weekly); requires day, night, or weekend hours, depending on weather conditions and maintenance or emergency situations; requires ability to climb, bend, lift 80 pounds, and reach, as well as move materials by hand and by cart; requires ability to communicate clearly with a variety of technicians, suppliers, visitors, library staff and subordinates.

**Qualifications (Education, Skills, Training):** Diploma or greater required with electrical and mechanical aptitude; appropriate experience and demonstrated skills are needed for a variety of maintenance activities, including water source heat pumps, electrical repairs and updates, plumbing, grounds,

carpentry, and basic library equipment repair; building maintenance experience and supervision are a plus. Attention to safety is paramount due to the activities performed.

**Compensation and Benefits:** Salary \$19.23 per hour. Benefits include Health insurance; Personal Leave and Holiday Leave; Life insurance. TIAA-CREF retirement plan (matched by Library) is available after one year of employment. Optional insurances (paid for through employee payroll deduction) include Dental, Vision, Long-Term Disability, and Accident/Critical Illness; Additional Supplemental Retirement plan option (unmatched by Library); Optional Flexible Spending Plan for unreimbursed medical expenses.

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

**Application Deadline:** Please submit resume, cover letter, and 3 references to [jobs@boylepublib.org](mailto:jobs@boylepublib.org) by 11:59 pm on Sunday, April 2, 2023. Please enter "Building and Grounds Assistant" in the subject line.