



24 N. Reading Ave.

Boyertown, PA 19512

dpulginostout@boyertownlibrary.org

610-369-0496

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FLSA Status: Non-Exempt

Employment Status: Part-Time

Starting Wages: \$20.00/hour

Reports to: Director

### **Building Maintenance Technician**

The Building Maintenance Technician is responsible for the routine maintenance of both the inside and outside of the library building at 24 N. Reading Avenue.

#### **Library Building:**

- Evaluate, repair and maintain plumbing, electrical and HVAC systems, change filters, in the building.
- Program & operate HVAC computer system.
- Communicate with the Director and Facilities Committee about any work that requires outside, expert assistance, and any issues and/or concerns that are happening on the property.
- Receive and respond to reports of mechanical or maintenance issues in the library.
- Order and purchase supplies required for maintenance projects, with approval of the director. Organize and maintain supply inventory. Keep record of supply purchases.
- Maintain fire, carbon monoxide, smoke alarms, AED and emergency lighting and exit signs.
- Schedule inspections of alarm systems, elevator, and boiler.
- Inspect outside of the building regularly.
- Obtain quotes for work that will need to be contracted out to professionals and submit to the Facilities Committee for review and approval. (Ex. snow removal, outdoor window cleaning, elevator inspection)
- Manage library building projects when contracted, such as, but not limited to, communicating/coordinating with the contractor(s), completing and/or submitting permits to the Borough or any other documentation, and scheduling any inspections. Inform and update the Director and the Facilities Committee on the status of the project(s).
- Additional maintenance and building tasks may be assigned.
- Seasonally, maintain the flowerbeds that are located in the front of the Library, off Reading Avenue.
- Pick up any trash and debris that is found in the parking lot, alley ways, and front sidewalk.

#### **Required education and skills:**

- High school diploma or equivalent

- Basic plumbing & electrical maintenance & repair,
- Basic carpentry & painting, drywall replacement and repair, minor concrete repair
- Knowledge of computer programs such as Word & Excel,
- Some mechanical skills to perform basic repairs and know when to call in experts,
- Ability to schedule inspections and maintain scheduling calendar
- Ability to self-manage

**Required scheduling commitment:**

- Up to 12 hours per week.
  - Additional hours on an as needed basis
- On call 24/7 for emergencies (additional information on emergency procedures available).
- Hourly rate
- Major mechanical companies' emergency list - electric, heating, A/C plumbing),
- Cell phone provided, back up person for personal time off.

Physical Requirements: While performing the duties of the job the employee must be able to lift 50 lbs., bending, kneeling, climbing a ladder, reaching overhead.