



24 N. Reading Ave.

Boyertown, PA 19512

boyertowncl@berks.lib.pa.us

610-369-0496

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 interior and exterior of the library building at 24 N. Reading Ave. and the library's rental properties, located at 29 & 31 E. Philadelphia Ave.

Library Building:

- Evaluate, repair and maintain plumbing, electrical and HVAC systems in the building.
- Program & operate HVAC computer system and change filters in system.
- Communicate with the Director and chair of the Facilities Committee about any work that requires third-party expert assistance.
- 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 exterior of building regularly.
- Obtain quotes for work that will need to be contracted out to professionals and submit to the Facilities Committee for review. (Ex. snow removal, outdoor window cleaning, elevator inspection)
- Maintain records of repairs and daily work activities.
- Additional maintenance and building tasks may be assigned.
- Groundskeeper duties as described below.

Rental Properties:

BCL currently owns the building located at 29 & 31 E. Philadelphia Ave. Currently this building houses three apartments and two store front businesses. The responsibilities of the Building Maintenance Technician at this location include:

- Schedule routine maintenance of the HVAC
- Schedule and attend routine inspections of apartments
- Schedule yearly boiler inspection

- Inspect outside of building regularly
- Groundskeeper duties for 2 buildings; 29 & 31 E. Philadelphia Ave. and 24 N. Reading Ave.
- Obtain quotes for work that will need to be contracted out to professionals and submit to facilities committee for review.
- Other tasks as assigned.

Groundskeeper Duties at Library Building and Rental Properties:

Groundskeeper duties at both the library building and the rental properties will be seasonal. The season will begin around the first week of May and end the last week of October, depending on the weather.

- On a weekly basis, mow small grassy area behind the rental building. Trim along-side building, wall and any other areas on the property as required.
- On a weekly basis, pull weeds in flower beds (includes the one next to the shed, small patches on both sides of the walkway from the parking lot to street side), patch on the side of white shed.
- Pick up any trash and debris that is found in the yard, parking lot, walkways, and front sidewalk.
- Prune 2 rose bushes that are on the walkway. Keep thorny branches from impeding the walkway.
- Maintain and care for any equipment provided by the library and keep locked up in storage shed.
- Generally, keep the properties looking neat and cared for.

Required education and skills:

- High school diploma or equivalent
- Basic plumbing & electrical maintenance & repair knowledge and skills
- Basic carpentry & painting, drywall replacement and repair, minor concrete repair knowledge and skills
- Knowledge of computer programs such as Word & Excel
- Some mechanical skills to perform basic repairs and know when to recommend to the Finance Committee that experts be brought in
- Experience working with tools, including hand and electrical tools
- Ability to proactively schedule inspections and maintain scheduling calendar
- Ability to self-manage
- Ability to read and utilize technical manuals and drawings
- Good communication, interpersonal, and customer service skills

Required scheduling commitment:

- Minimum 6-10 hours per week.
 - Additional hours on an as needed basis
- On call 24/7 for emergencies (additional information on emergency procedures available).
 - Hourly rate time and a half,

- 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 frequently lift, push, and pull 50 pounds, bend, kneel, climb a ladder, reach overhead, and crawl. Must be able to stand and walk for extended periods of time.