



# ZION-BENTON PUBLIC LIBRARY

**Job Title:** Maintenance and Security Assistant I

Do you enjoy a job well-done? Does it make you happy to make others happy? Do you enjoy setting things right? Fixing things? Then this position may be for you! Join a capable, engaged team in providing library service from the ground up. Must understand the importance of following directions. Problem solving and people skills a must!

**Overview:**

The position supports library maintenance and security, creating a clean, safe, and friendly library.

**Essential Functions and Responsibilities:**

- Sets up rooms for meetings, programs, etc.
- Performs emergency cleanup (spills, etc.)
- Performs daily maintenance: vacuums, empties trash and recycling, and picks up litter.
- Performs seasonal maintenance: shovels snow and ice; waters plantings, mows and trims.
- Performs monthly rounds to inspect interior and exterior items as per checklist.
- Unloads, inspects, and stores or delivers incoming equipment and furnishings in absence of supervisor.
- Performs minor repairs and maintenance assistance as requested by supervisor or staff.
- Patrols public areas. Enforces appropriate behavior, referring to the library behavior policy and the monitor guidelines.
- Ascertains degree of infraction and issues appropriate response based on library policy.
- Secures building at closing.
- Responsible for staff safety when leaving at closing.
- Handles unattended children per library policy.
- Contacts police as necessary.
- May escort patrons to their cars.
- Unlocks meeting room as needed.
- Attends and participates in staff, department, and other job-related meetings.
- Performs other duties as assigned.



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## **Skills & Experience:**

- Knowledge of cleaning procedures.
- Basic understanding of building repair (plumbing, electrical, carpentry, painting, power equipment).
- Customer service experience

This is a part-time position with limited benefits, including pro-rated personal time. Schedule is flexible. The pay range for new hires in this position is \$14.04 to \$22.46 per hour, depending on qualifications.

To Apply: email cover letter, resume, and online application to Robin Smith, Library Director at [rsmith@zlibrary.org](mailto:rsmith@zlibrary.org). The position will be open until filled.

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.