



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title:	Maintenance Technician I	Position Code.:	1071-106
Reports To:	Asst. Director of Facilities Maintenance & Fleet Operations	Classification:	Non-exempt
Division:	Operations	Safety-Sensitive:	Yes
		Date:	12/2024

JOB SUMMARY:

Under general supervision, conducts preventive maintenance activities and performs repairs on library system buildings, grounds, and equipment.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Performs preventive maintenance on heating and air conditioning systems of library buildings.
- Performs basic carpentry, electrical, and plumbing repairs, painting, masonry, tile, and metal work.
- Performs general maintenance work such as changing locks and maintaining lighting system.
- Shovels snow and spreads ice melt in winter as necessary.
- May be assigned responsibility for grounds maintenance at various library facilities.
- Performs minor service and repairs to equipment and tools.
- Performs routine service and minor repairs on library vehicles.
- Records materials used and work completed.
- Assembles, disassembles, and moves furniture and equipment, and moves books and non-book materials.
- Helps set up for various events throughout the year and works adjusted hours to accommodate such events.
- Provides excellent customer service.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Drives library or personal vehicle to and from various locations.
- Serves as relief delivery driver.
- Obtains a forklift operator's license and operates a forklift in a safe manner.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library customers' records, and the Code of Professional Ethics.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Computer
- Forklift
- Hand Tools
- Ladders and Lifts
- Lawn Maintenance Equipment
- Power Tools
- Shop Equipment
- Vehicle(fleet/personal)
- Welding Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High school diploma or GED; and,
- One or more years of progressively responsible related experience.

Licenses and Certifications:

- Valid State Driver's License
- Current Motor Vehicle Insurance
- Acceptable Driving Record as defined in the Driver Safety Procedures

Required within 60 days following employment:

- State of Oklahoma Apprentice Mechanical License.
- OSHA approved Forklift Operator's Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic principles and practices of building maintenance and repair.
- Basic principles and practices of carpentry, plumbing, HVAC, and electrical system maintenance and repair.

Skill in:

- Operation and use of all assigned equipment utilized in the performance of the essential functions of the position.
- Interpersonal skills necessary to effectively interact with internal staff and the general public.

Mental and Physical Abilities:

- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 50 pounds. Lifting/moving items weighing more than 50 pounds requires use of a lifting device or a team of two or more employees.

WORK ENVIRONMENT:

- Frequent exposure to dirt, dust, and noxious fumes and odors.
- Exposure to hazardous situations which involve heavy machinery or objects, hazardous chemicals, or power tools occurs frequently.
- The incumbent's working conditions are typically moderately quiet to loud and frequently out-of-doors in weather extremes.
- Working time may require irregular hours.
- This is a safety-sensitive position.
- This position is eligible for Emergency telework.

SUMMARY STATEMENT:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

Employment with the Metropolitan Library System for this position is conditioned upon compliance with the Driver Safety-Drug and Alcohol Testing Policy (SH 671). The Driver Safety-Drug and Alcohol Testing Policy is available on the Intranet or from the Human Resources Department.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.