

Terrebonne Parish Library System

VACANCY ANNOUNCEMENT

Position Classification: Maintenance Coordinator

Salary: \$20.00+ per hour depending on experience, plus benefit package

Opening Date: Immediately

General Requirements: A high school diploma or equivalent; five years building maintenance experience, valid driver's license and safe driving record; ability to stand, bend, stoop, reach and lift objects weighing in excess of 50 pounds,

Applications: Employment applications are on library's website, mytpl.org.

Deadline: November 22, 2024

Selection: We are seeking someone to work a 40-hour week. The person must be able to meet the qualifications in the job description. A criminal background check, drug test, and physical are required upon hiring.

Terrebonne Parish Library System is an Equal Opportunity Employer

Terrebonne Parish Library – Job Descriptions

Maintenance Coordinator

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Valid driver's license and safe driving record
- Ability to follow instructions
- Ability to stand, bend, stoop, climb, reach, and lift objects weighing in excess of 50 pounds.
- Must be able to complete multiple tasks with limited supervision
- Five years building maintenance experience preferred

GOAL:

- To perform various maintenance jobs for the library system and provide courier services to the branches (example list attached)

SUPERVISOR:

- Facilities Manager

DUTIES:

1. Distributes materials and supplies between branch libraries in a timely manner.
2. Serves as courier to and from the branches, post office, parish, etc.
3. Troubleshoot maintenance problems involving electrical, structural, plumbing, and mechanical equipment
4. Perform routine plumbing repairs, including, but not limited to, unclogging toilets, sinks, and urinals, fixing water leaks, replacing faucets/toilets, changing HVAC filters, and change/order light bulbs.
5. Repair minor structural defects and maintain cleanliness and structural integrity of library buildings by pressure washing, cleaning gutters, painting, caulking, etc.
6. Prepare and react during emergency weather events
7. Oversee library vans maintenance schedule.
8. Assemble furniture, hang pictures, move/setup tables during major events.
9. Deposit money at banks when requested.
10. Complete monthly, quarterly, and yearly tasks as assigned.
11. Skilled in using safety precautions while performing required duties.
12. To work cooperatively and in professional harmony with staff members, administrators, and the community.
13. To follow policies and procedures in the library policy manual and personnel handbook.
14. To perform other related duties as required by superordinate.

MAINTENANCE TO-DO LIST:

SPRING BUILDING MAINTENANCE

- Inspect HVAC ducts for dust buildup
- Trim trees and shrubs at smaller branches
- Pressure wash buildings and parking lots at the smaller branches • Inspect outdoor lighting for damage
- replace batteries in clocks.

SUMMER BUILDING MAINTENANCE

- Clean debris from the roof and check for damage
- Clear drains and gutters
- Confirm that the trash and recycling area is in good condition
- Inspect structural materials for rot, peeling paint, rust, and more
- Inspect the condition of the parking lot, asphalt striping, and signs
- Inspect the grounds for water run-off or erosion issues

FALL BUILDING MAINTENANCE

- Inspect all plumbing fixtures for leaks
- Check the parking lot for cracks and tripping hazards. Seal any cracks in your parking lots or asphalt
- Check for parking lot lines and when needed repaint
- Inspect the condition of the parking lot, asphalt striping, and signs
- replace batteries in clocks.

WINTER BUILDING MAINTENANCE

- Inspect the building's interior for maintenance issues, including the kitchen, bathrooms, and common area(s) • Inspect the ceiling and floors for damage (e.g., water damage)

YEAR-ROUND BUILDING MAINTENANCE

Establish a regular service interval for these maintenance tasks:

- Replace burned-out interior and exterior light bulbs (weekly)
- Check the batteries in your smoke and carbon monoxide detectors (when the time changes)
- Replace the HVAC air filters and filters at all branches (Main & east every 3 months, smaller branches monthly, North clean filters every three months). South regional filters need to be sprayed off every two months.
- Inspect the property for signs of rodent or pest damage
- Check the building for visible signs of leaks
- Inspect door closers, latches, hinges, and locks for proper operation
- Clean debris from the roof and check for damage (every three months)
- Clean drainage on the 2nd-floor patio and roofs main, east, and north (monthly)

- Make sure the mechanical yard at the main library is neat and all drains in and out of that area are not stopped up. (Monthly)
- Blow leaves out of the front area weekly when needed
- Check for areas with chipped or peeled paint and patch up. (monthly)
- Pour water down floor drains
- Every two months' pressure wash main entrance and drive through windows