

**City of Portage  
Job Description**

**Job Title: Maintenance Technician**  
**Department: Portage Public Library**  
**Reports To: Library Director**  
**Schedule: Part-Time, 20 hours per week**

**SUMMARY**

Performs routine maintenance and helps troubleshoot and repair any mechanical or electrical problems when they arise.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitors and regulates HVAC systems, changes filters, monitors inspections and contractual service agreements and routine maintenance.
2. Empties trash, garbage, and recycling containers. Sets containers out for pickup.
3. Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities.
4. Meets with inspectors and technicians as needed for routine/emergency inspections and maintenance. Maintains MSDS Safety Data Sheets and watches for potential violations.
5. Keeps a regular maintenance record and has working knowledge of HVAC.
6. Replaces filters on a regular basis.
7. Monitors and regulates dry sprinkler system, nitrogen generator and monitors inspections and contractual service agreements and routine maintenance.
8. Notifies management on needed repairs, additions to lighting, heating, and ventilating equipment and helps identify violations.
9. Participates in set-up and take down for library-related programs held at the library and at other locations within the City.
10. Attends City Safety Committee Meetings and notifies management of updated regulations and/or policies. Maintains MSDS Safety Data Sheets and keeps product details up-to-date.
11. Cleans snow and debris from sidewalk nearest parking lot, in front of employee and patron doors as directed. Monitors safety at all building entrances to street. De-ices sidewalks to curb slippery spots and maintains the integrity of the walkways under inclement weather.
12. Trims shrubbery, weeds plant beds, cultivates flowers and prairie plants as directed. Spreads and oversees mulch distribution and waters grounds as needed.
13. Sweeps, mops, scrubs, and vacuums entrances, lobby, principal parts of the library and office space on a limited basis. Cleans restrooms when necessary. Monitors, orders, receives, and submits invoices for payment for cleaning supplies and paper products.
14. Assists with the set-up, breakdown and cleaning of facilities and equipment for library programs and events.
15. Joins the fire/sprinkler alarm notification system.
16. Performs other related work.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and six to 12 months related experience and/or training; or equivalent combination of education and experience. Knowledge of electrical, plumbing, HVAC.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**COMMUNICATION SKILLS**

Good communication skills needed, including the ability to communicate clearly and effectively with supervisors, staff, the public and tenants.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.