

Webster Parish Libraries

521 East & West Street

Minden, LA 71055



Job Description Form

EMPLOYMENT INFORMATION

Branch:	Minden Branch	Status:	Full-Time
Position:	Maintenance Assistance	Hours:	M-F 8AM – 5PM
Supervisor:	Director		Saturdays as Needed

OVERALL OBJECTIVE

The Maintenance Assistant is responsible for assisting with the maintenance, repair, and general upkeep of library facilities, grounds, equipment, and vehicles to ensure safe, clean, and functional environments for patrons and staff. This position performs preventive and routine maintenance tasks, assists with facility improvement projects, supports system-wide deliveries and event setup, and provides custodial coverage during staff absences or periods of operational need.

DAILY ESSENTIAL DUTIES

FACILITIES MAINTENANCE

- Assists with preventive and corrective maintenance on library buildings, grounds, machinery, and equipment.
- Assists with basic carpentry, plumbing, painting, and minor electrical repairs.
- Operates vehicles, power tools, hand tools, lawn equipment, and other maintenance equipment.
- Assists with maintaining exterior areas including sidewalks, parking lots, landscaping, and signage.
- Performs routine inspections of library facilities and reports maintenance concerns, safety hazards, or repair needs.
- Assists with furniture assembly, shelving installation, and space reconfiguration projects.
- Assists with installation, relocation, and setup of equipment, furnishings, and building-related technology infrastructure.
- Assists with maintaining accessibility standards and reports barriers or concerns.

DELIVERIES AND OPERATIONAL SUPPORT

- Assists with system-wide deliveries of library materials, supplies, equipment, and furnishings between branches.
- Loads, unloads, transports, and distributes materials using appropriate equipment and vehicles.
- Distributes daily mail, including newspapers.
- Assists with setup, breakdown, transportation, and storage of equipment and supplies for library programs, events, and special activities.

- Provides logistical support for system-wide events and outreach activities as needed.

SAFETY AND RECORDKEEPING

- Maintains a daily work log documenting completed tasks, repairs, inspections, and maintenance concerns.
- Monitors facility conditions and promptly reports safety hazards or operational concerns.
- Assists with emergency preparedness activities and responds to facility-related emergencies as directed.
- Assists with routine vehicle inspections and reports maintenance or safety concerns.

SEASONAL AND EVENT SUPPORT

- Assists with setup, teardown, transportation, and storage of equipment, decorations, displays, tents, tables, chairs, signage, and other materials used for library programs, outreach activities, Discovery Camp, Trunk-or-Treat, holiday events, and other system-wide initiatives.

INVENTORY AND SUPPLIES

- Assists with inventory management, surplus property handling, and equipment relocation.
- Monitors maintenance and custodial supply levels and reports replenishment needs.
- Maintains maintenance records and documentation as assigned.

CUSTODIAL (8 A.M. to 11 A.M. IF not needed by the Facilities Manager)

- Performs designated custodial duties each Friday, including collecting and disposing of trash throughout library facilities and other routine housekeeping tasks as assigned.
- Provides custodial coverage during custodian absences, vacancies, leave periods, or other operational needs.
- Assists with cleaning duties including sweeping, mopping, vacuuming, dusting, restroom cleaning, and window cleaning when coverage is needed.
- Restocks restroom and custodial supplies as necessary.
- Assists with floor care, meeting room preparation, event setup, and event cleanup.
- Operates and maintains custodial equipment in accordance with established procedures.

ADDITIONAL DUTIES

- Follows and/or enforces Library Policy.
- Maintains patron confidentiality.
- Participates in library activities outside of normal working hours as requested.
- Completes tasks and reports in a timely manner.
- Attends meetings, training seminars as required.
- Performs other job-related duties as needed.

NECESSARY QUALIFICATIONS REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES)

- ✓ Ability to prioritize work.
- ✓ Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
- ✓ Willingness to further credentials by additional education and workshops.

- ✓ Must have the ability to function independently and the ability to work effectively with library patrons, co-workers, and others.
- ✓ Must be able to listen.
- ✓ Must have the ability to communicate effectively both orally and in writing.
- ✓ Ability to follow multi-step written and/or verbal instructions and to perform routine procedures involving several steps.
- ✓ Ability to work with limited direct supervision.
- ✓ Capacity to lift and/or carry objects weighing 5 to 20 pounds. Capacity to push or pull return bins loaded with materials weighing more than 150 pounds
- ✓ Ability to develop work-related goals and objectives.
- ✓ Willingness to develop job-related abilities, skills and knowledge.
- ✓ Willingness and ability to keep abreast of changing technologies and procedures and to assume responsibilities required by introduction of different services and equipment.
- ✓ Must not be overly sensitive to smells.

NECESSARY QUALIFICATIONS REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES)

- ✓ Ability to prioritize work
- ✓ Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job
- ✓ Must have the ability to function independently and the ability to work effectively with library patrons, co-workers, and others
- ✓ Must be able to listen
- ✓ Must have the ability to communicate effectively both orally and in writing
- ✓ Ability to learn and use the library's custodial equipment, materials, and repair tools
- ✓ Ability to work under minimal supervision
- ✓ Ability to follow emergency procedures to provide security for the library, patrons, and staff
- ✓ Ability to establish and maintain effective working relationships with fellow staff members, vendors, and other service providers
- ✓ Ability to maintain good work habits
- ✓ Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in an orderly, systematic function

ADDITIONAL BASIC REQUIREMENTS

- ✓ Must be able to successfully pass a standard drug test
- ✓ Must pass a Louisiana State Police fingerprint background check
- ✓ Requires a passing score on any given Library qualification test
- ✓ Requires the compliance of the Library's Drug-Free Workplace policy
- ✓ Requires commitment to the standards and objectives of the Library

PHYSICAL AND MENTAL REQUIREMENTS

- Must possess the ability to stand for long periods throughout the workday, with periods of

walking, bending, squatting, twisting, pushing, carrying, and overhead reaching to carry out essential duties of the job. On occasion, stooping, kneeling, crouching, crawling, twisting, bending, squatting, climbing stairs or stepladders may be required.

- Requires the ability to pay close attention to details and concentrate on work.
- Must use hands to finger, handle, feel, or operate objects, tools, or controls, and to have coordinated movements of finger/hand and simple movements of feet/legs and torso. Occasionally required to use repetitive movements of the hands.
- Requires sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, usually talking and hearing ordinary conversations in a quiet environment and on occasion in a noisy environment.
- Requires sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to operate computers and other equipment, Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.
- Occasionally requires lifting items weighing up to 100 pounds and other strenuous physical activities, and frequent sustained operation of building and custodial equipment required
- Requires the physical ability to push a loaded book cart weighing approximately 300 pounds on level floor and up ramp, and to lift or maneuver onto cart loads up to 50 pounds.

WORK ENVIRONMENT

This job has primary location, but at times traveling to the other branches within the parish or to other sites is required.

Work indoors in adequate work space, with adequate temperatures, ventilation, and lighting. At times dusty work conditions with potential exposure to airborne pathogens, glare/improper illumination.

Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.

EDUCATION, EXPERIENCE, TRAINING

DESIRED:

- Experience in custodial services.
- Experience in maintenance work.

DISCLAIMER

This document describes the position currently available. It is not an employment contract. Our library reserves the right to modify job duties or job descriptions at any time. The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as

assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise balance the work load.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or non-job related disability. Our facilities are non-smoking.