

Library Assistant II - Building and Grounds Aide
40 hours per week
Beginning hourly rate: \$10.1243

Internal posting: 5/23/2023
Website posting: 5/27/2023

Answers to: Operations Coordinator

Nature of Work:

Under general supervision, responsible for maintaining clean and neat facilities, prepares designated areas for programs and activities as directed and may perform minor maintenance functions.

Essential Duties and Responsibilities:

- Disposal of exterior waste and debris at all branch facilities
- Fill vending machines
- Set-up tables and chairs for specific programs
- Assist in grounds maintenance at all branches
- Keep all departments supplied with copier paper.
- Assist with loading and unloading of freight as needed
- Assist with transport of materials between branches as needed
- Assist with keeping supply closets stocked
- Assist with moving of furniture as needed
- Perform janitorial duties when needed in absence of regular janitor.
- Make trips to courthouse for Business Office
- Dispose of old newspapers
- Other duties as assigned

Required Knowledge, Skills and Abilities:

- Must be able to function as a team with other maintenance and building staff under supervision of Operations Coordinator
- Must have a valid driver's license or obtain license within 30 days of employment (a driving record check will be performed on all employees driving Library vehicles)
- Must be able to follow written and oral instructions
- Needs enough initiative to see things that need to be done without being told
- Basic knowledge of using basic tools for doing small repair/maintenance tasks

Physical Requirements:

- Work is performed both indoors and outdoors and exposure is to a variety of weather conditions and temperatures.
- Work requires considerable and strenuous standing, stooping, climbing, walking and lifting objects in excess of 74 lbs.
- Work areas are sometimes difficult or dangerous access

Required Qualifications:

- High school diploma or GED

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer. A criminal background check and a drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT

7/1/13