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**Job Title: Building and Grounds Technician****Position Type:** Full-time**Salary:** \$50,842.36**About Us:**

The Mokena Community Public Library District is committed to providing a welcoming and accessible environment for our community. Our mission is to Inform, Enrich, and Connect with our patrons and community as a whole, and by becoming a part of our team you will find many opportunities to make the community a much better place.

**Position Overview:**

Plan, develop, implement, and oversee all aspects of general maintenance and upkeep of buildings, grounds, and equipment. Repair and maintain building systems including plumbing, electrical, HVAC, fans, motors, generators, and all other building equipment as needed. Assist Library in large scale and technology projects.

**Key Responsibilities:**

- Preventative maintenance of all building systems.
- Perform required duties to improve and maintain the appearance of the building and grounds.
- Clean and maintain storage area and keep the inventory listing updated.
- Replacement of belts and filters as needed.
- Lubricate motors and bearings as needed.
- Repair plumbing fixtures and leaks as needed.
- Repair electrical fixtures as needed.
- Hang signs, bulletin boards, shelving units as needed.
- Inspection of fire extinguishers, exit lighting, sump pumps. Cleaning of air conditioning condensing coils as needed (monthly or weekly inspections).
- Quarterly inspection of roof and roof drain cleaning.
- Inspection and repair of roof top exhaust fans.
- Maintenance of grounds that includes trimming trees and bushes; watering of flowers, bushes and trees; weeding; and other grounds work not completed by landscaping company.
- Maintenance of grounds that includes salting and shoveling of sidewalks, driveways, and other areas not completed by landscaping company.
- Maintain building electrical system, including changing of light bulbs, ballasts, filters, fuses, batteries, belts, lubricants, and all other maintenance work that is not performed by electrician.

- Log and maintain all building system information as required by OSHA, including keeping up to date information of all solvents and chemicals used on Library grounds.
- Conduct bi-annual safety training (fire alarm drills, tornado drills, etc.).
- Organize and maintain shop and building blueprints and other logs and documents as needed.
- Assist Operations Manager with seeking competitive pricing for services needed by contractors such as but not limited to: parking lot maintenance, landscaping, painting, and roofing.
- Assist with carpet/floor cleanings and remodeling projects.
- Be available to meet with contractors to follow through on the completion of projects.
- Keep administrators updated on the status of projects.
- Keep up to date with library operations and policies.
- Engage in safe work practices.
- Knowledge of building, fire, electrical and plumbing codes.
- Assist library staff as needed.
- Organize systematic preventative maintenance calendar and planner for all building systems.
- Basic maintenance of library technology.
- Assist with makerspace and maker technology.
- Assist with maker programs and services.
- May function as staff person in charge of building
- Preparation and design of necessary logs and forms to accomplish above tasks.
- Scheduling flexibility with willingness to work evenings and weekends.

### **Qualifications:**

- High School Diploma. 3 years of experience preferably in a library setting.
- Positive support and service attitude is required to meet, communicate with, and work with vendors and staff to effectively support all departments of the Library.
- Proficiency in the use of computer and other technology is essential.
- Ability to work independently.
- Ability to make sound decisions.
- Available for emergency call outs.
- Fundamental knowledge of building functions and system repairs.
- Ability to read and comprehend both written and oral instructions and to respond appropriately is required.
- Basic overview of skills to repair and maintain building systems including plumbing, electrical, HVAC, fans, motors, generators, and all other building equipment as needed.

### **Working Conditions/Physical Requirements:**

- Essential and marginal functions may require maintaining a physical condition necessary for standing for long periods of time.
- Ability to lift and carry objects of up to 80 pounds.
- Ability to push a cart up to 150 pounds.

- Frequent bending, stooping, reaching, and pushing; dexterity in the use of fingers, limbs, or body in the operation of office equipment and utilizing a keyboard.
- Tasks also require sound, color, and visual perception and oral communications ability.

**Why Join Us?**

At the Mokena Community Public Library District, you'll be part of a passionate team dedicated to enriching our community through accessible information and resources. We offer generous paid time off, a comprehensive benefits package, a supportive work environment, opportunities for professional growth, and a chance to make a positive impact on the community.

**How to Apply:**

Interested candidates should submit a resume to [msurdel@mokena.lib.il.us](mailto:msurdel@mokena.lib.il.us) include "Building and Grounds Technician Application" in the subject line.

The Mokena Community Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.