

**JOB DESCRIPTION**  
**JEFFERSON DAVIS PARISH LIBRARY**

**POSITION:** Maintenance Coordinator

**RESPONSIBILITIES:** Provides maintenance services for all 4 branches and the bookmobile, including lawn care and basic landscaping duties. Performs all other duties as assigned by Director.

**IMMEDIATE SUPERVISOR:** Library Director

**DUTIES:**

- Basic building maintenance for all 4 physical locations of the Jefferson Davis Parish Libraries.
  - Routine maintenance, preventive maintenance, and corrective maintenance.
  - Diagnosing and repairing broken assets
  - Maintaining a record of performed maintenance tasks
  - Keeping hand tools, power tools, and supplies organized and clean.
- Basic bookmobile maintenance including minor repairs
- All lawn care duties, including basic landscaping for non-lawn areas
- Pressure washing all buildings as needed
- Restriping of all parking lots as needed
- Serve as back-up driver for bookmobile (which requires a chauffeurs license at minimum)
- Serve as back-up for delivery driver when needed
- Assist branch staff with moving items, rearranging furniture, and loading of heavy materials
- Handle and maintain a variety of tools and equipment safely
- Inspects all buildings, grounds and equipment and reports to administration for repairs
- Collaborates with contractors as needed

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- At least one year of building maintenance, construction, plumbing, or electrician experience is strongly preferred, but not required.
- A certification in building maintenance is a plus.
- Must have a driver's license and a clean driving record.

**QUALIFICATION:**

High school graduate (or equivalent) preferred, ability to follow oral and written orders, minor computer skills, ability to work various equipment, ability to work with others as a team member, ability to work pleasantly, tactfully, with sense of humor. Basic knowledge of HVAC,

plumbing and electrical systems preferred. Experience using hand and electrical tools safely. Ability to read technical manuals and drawings.

Must be 21 years or older and have a valid Louisiana Driver's License to apply. Having a Class C License CDL or Chauffer's License is required, but any applicants will have 6 months to acquire their license should they not currently possess one. Ability to keep vehicle use and maintenance/repair records. Neat, alert, dependable and accurate.

Physical Demands: While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, and to use hands to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and/or more up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

<b>HOURS:</b>	36 hours
<b>SALARY:</b>	\$20.19 hr
<b>BENEFITS:</b>	Includes medical, retirement & paid vacation & sick leave

12/12/2024