



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

Job Title: Janitorial Technician
Location: Charleston Home
Reports To: Facility and Security Services Manager
Last Revision Date: 6/2009

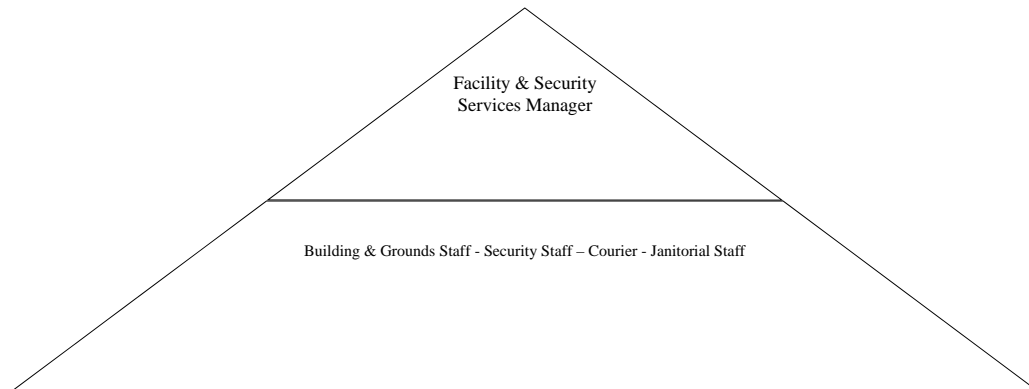
PURPOSE

The Janitorial Technician actively supports the Library's mission and objectives through performing tasks and functions related to facilities maintenance within assigned areas of responsibility.

NATURE & SCOPE

This position's primary responsibilities are uniform in nature and include a variety of tasks performed within clearly defined departmental procedures as described for a Janitorial Technician, with additional responsibility for specialized tasks within the department. This position works under general supervision.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
High School Diploma or GED	Two years experience in maintenance, janitorial, or related field of work.
Preferred	
Ability to:	

Pass criminal background check meeting KCPL criteria
Provide valid driver's license with acceptable driving record
Work a flexible schedule to include nights, evenings and weekends
Travel to multiple locations regularly



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Communicate orally and in writing
Work cooperatively and effectively with staff, patrons, and contacts.

PRIMARY ACCOUNTABILITIES

Works to actively promote and meet the customer service expectations established within the Library System by assuring clean, attractive facilities through routine janitorial and grounds work and special projects.

Performs routine janitorial duties as scheduled at Elk Valley, Riverside, Marmet and Main libraries.

Implements appropriate janitorial practices throughout library interiors, including regularly scheduled cleaning of all floor areas, furnishings, windows, and restroom facilities such as dusting, waxing, sanitizing, spot-cleaning and disinfecting.

Strips, waxes and polishes floors; cleans carpet areas and upholstered furniture.

Completes special cleaning projects as assigned.

Promotes the library's image in the community through excellent maintenance of exterior grounds by picking up litter, emptying trash containers, sweeping and cleaning walkways and parking areas.

Assists with library programming and events by moving and/or setting up furniture as requested.

Participates in library teams, workgroups, and system events.

Carries out any other duties within the scope, spirit and purpose of the job.

ESSENTIAL ABILITIES

- ◇ Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, employees, and the general public.
- ◇ Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports and related materials in both electronic and hard copy form.
- ◇ Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to



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- ◇
- ◇ operate janitorial and grounds maintenance equipment.
- ◇ Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to successfully complete routine janitorial and maintenance work.
- ◇ Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.
- ◇ Ability to effectively communicate in writing and orally on job progress, and other overall assignments and responsibilities.
- ◇ Ability to learn and carry out the primary accountabilities of the assigned position.
- ◇ Ability to work a flexible schedule, to include evenings and weekends.
- ◇ Ability to use basic math skills to complete a timesheet and other documents.
- ◇ Ability to interpret or work from oral or written instructions.
- ◇ Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions (primary accountabilities) of this job. This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This position requires that the candidate be willing to work in any library department and/or building within the Kanawha County Public Library System and at hours established by the library upon request and with appropriate notice.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification.