

JOB TITLE		DEPARTMENT	JOB LEVEL
Building Custodian		Building & Grounds	VII
CLASSIFICATION	REPORTS TO	SUPERVISES	
Non-Exempt	Head of Building and Grounds	n/a	

**JOB PURPOSE:** The **Building Custodian** performs a variety of projects associated with the cleanliness, care, and upkeep of the Library facilities. Collaborates with all EPL staff and assists in creating a safe and welcoming environment.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

**The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Performs routine and periodic facility, grounds, parking lot, custodial and maintenance activities. Seasonal grounds keeping including snow removal and other duties to maintain the safety and appearance of the facilities and grounds.
- Performs routine building repairs like plumbing, carpentry, painting, heating/ventilation and air conditioning and masonry.
- Responsible for routine cleaning and care for the Library. Routinely inspects and cleans meeting spaces, restrooms, common areas and grounds.
- Performs minor work on ceilings, floor, carpet, and tiles.
- Performs and documents assigned preventive maintenance and safety check inspections.
- Performs security checks of facilities and grounds.
- Investigates and prioritizes facilities related complaints and work orders and recommends corrective action as necessary to resolve complaints.
- Repairs a variety of equipment. Refers more complex repairs to supervisor for appropriate action.
- Performs various electrical repairs like bulb and ballast replacement, switches, outlets and new fixture installation, re-wiring existing electrical systems at both residential and commercial voltage.
- Assists Building and Grounds Manager in maintaining supply and parts inventory.
- Moves, assembles, and arranges furniture and equipment, including audio visual equipment per room set-up specifications.
- Receives incoming materials, supplies, and equipment and distributes to appropriate department. Routes paperwork accurately and timely.
- Follows safety rules and provides aid/support in emergency situations. Keeps work area in a clean and orderly condition.
- Uses personal computer, current software, and other common office equipment.
- Flexibility to assist during inclement weather and cover for departmental absences.
- Performs other related duties and special projects as assigned.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Uses problem solving skills to assist in determining priorities and finding timely solutions to departmental or system-wide issues.
- Strong interpersonal skills working effectively with individuals of diverse cultures, interpersonal styles, abilities, and backgrounds.
- Demonstrates exceptional customer service. Remains calm in stressful conditions.
- Uses multiple tools to answer questions, uses common office equipment and relevant computer software for daily tasks, communication and to maintain workflow. Keeps current in relevant technology.
- Strong organizational and time management abilities. Complete assignments and projects in a timely manner.
- Responsive to change and demonstrates adaptability.
- Maintains a positive approach while doing daily tasks and when faced with adversity.
- Takes responsibility for consistent completion and follow-up on departmental jobs.

**ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:**

- Ability to operate technology, including computers; ability to read, write and communicate effectively.
- Must be able to speak, hear, comprehend, and respond to staff, customers, and the public in person, in writing, and in telephone conversations
- May require sitting/standing/walking for prolong periods; use hands to finger, handle or feel; and reach with hands and arms.
- Moving/lifting requirement of 5 to 75 lbs

**QUALIFICATIONS FOR APPOINTMENT:**

- Highschool diploma or equivalent
- 1-year of equivalent experience
- Previous experience with plumbing, carpentry, painting, electrical repairs, heating/ventilation and air conditioning and masonry is a plus.
- General knowledge of common hand and power tools

*The Elmhurst Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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**ACKNOWLEDGEMENT**

I have read and understand the essential duties, responsibilities and essential functions of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job duties and responsibilities may change as necessitated by the Library's operational demands.

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Employee's Signature

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Date