CITY OF VESTAVIA HILLS
Vestavia Hills Library in the Forest
POSITION VACANCY—MAINTENANCE TECHNICIAN/BUILDING SERVICES ENGINEER

DESCRIPTION
Under general supervision of the Library Deputy Director and Administrative Assistant, performs a variety of duties associated with cleaning, maintaining, and providing a safe environment for the public and staff of the library.

EXAMPLES OF WORK
• Monitor and maintain all building systems as assigned. All systems are LEED-certified, automated, and computer-controlled and include HVAC, security/alarm, boiler, sewer, indoor sprinkler/alarm, outdoor irrigation, and lighting systems.
• Assist in monitoring all work being performed by outside contractors for a LEED-certified building, i.e. HVAC, security, fire, boiler, sewer, plumbing, elevator, glass/doors, trash disposal, recycling, sprinkler (indoor & outdoor), specialized cleaning services, landscaping and lighting.
• Perform a wide variety of general building maintenance repairs and services.
• Install light bulbs, doors, cabinets, paneling, carpet, and bulletin boards.
• Schedule and complete the “Preventative Maintenance Program” which includes: inspect and replace filters as needed, inspect drainage systems (rooftop, parking lot, interior, Trane AC system), inspect appliances such as refrigerators, warming ovens, dishwashers, icemakers, etc.
• Coordinate special projects as directed by the Library Deputy Director.
• Paint equipment, cabinets and shelving; hang pictures and organizers; assemble furniture.
• Follow conditions and guidelines dictated by a raised-floor system, inspect and repair electrical outlets. This involves removing metal floor plates and working within a restricted area. Repair and replace light fixtures. Complete all maintenance service requests as assigned.
• Respond to 24-hour emergency maintenance service as needed.
• Complete grounds work as directed by Library Deputy Director, which may include picking up trash, sweeping curb and dumpster areas, and emptying outdoor trashcans.
• Maintain inventory of janitorial and maintenance supplies for cost effective operations.
• Alert the Library Deputy Director of any unusual occurrence and/or damage that has taken place or that may occur.
• Work along with Administrative Assistant within an established janitorial supply budget.
• Maintain a professional courteous manner with all patrons, vendors, contractors, and fellow employees.
• Assure safety standards are used which comply with all company, local, city, state and federal guidelines.
• Ensure compliance of all work related activities in a fair, ethical, and consistent manner.
• Follow established company policies and those outlined in the Employee Handbook.
• Special projects and other responsibilities as may be determined to include assisting organizations such as Friends and Historical Society with furniture additions, carpentry, woodworking, etc.
• Clean bathrooms and other areas (e.g. kitchen, entrances, etc.) as needed.
• Set up and break down of rooms for events, i.e. tables, chairs, stage, lectern, and screens.
• Travel to Liberty Park, Cahaba Heights and pharmacy for book drop as needed.
• Miscellaneous requests such as moving equipment, artwork, filing cabinets & other misc. items; meet & communicate with other City departments; parking issues: ice, flooding, reserve parking spaces, coordinate and provide shuttle service for special events; oil doors, resolve key/lock issues, problems with restrooms, etc.

EDUCATION AND EXPERIENCE
• Minimum education requirement: completion of high school. Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
• Basic building maintenance training (HVAC, electrical & plumbing).
• Knowledge of cleaning techniques, equipment, and compounds and their proper uses. Skill in maintaining the cleanliness and safety of buildings.
• Ability to read and comprehend simple instructions, short correspondence and memos. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
• While performing the essential functions of this job, the employee is regularly required to stand, sit, walk, use hands to handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 35 pounds. This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.
• Work is performed in a normal office environment with some exposure to outdoor temperature or dirt and dust. While performing the essential functions of this position the employee is occasionally exposed to fumes or airborne particles, and toxic or caustic chemicals.

ADDITIONAL REQUIREMENTS
Must possess a valid Alabama driver’s license. Applicant must pass a drug test and background check.
HOURS AND SALARY
Starting salary: Grade 4 / Step 1 with $34,408.32 annually. Excellent benefit package. Full time schedule, which includes flexibility to work nights and weekends as needed.

TO APPLY
Application is attached. Deadline for submitting the application and resume via email to Daniel Tackett (daniel.tackett@vestavialibrary.org) is Monday, February 15, 2021 at 5:00 pm. No phone calls, please. Qualified applicants may be contacted for an interview. Position available immediately.