

City of Iowa City
EXTERNAL POSITION VACANCY ANNOUNCEMENT
icpl.org

To: All Current City Employees and General Public
From: Iowa City Public Library
Date: March 28, 2018

Maintenance Aide
Facilities Services
Part-Time/Temporary
\$12.00 per hour

Schedule:

Monday: 1:00 pm to 5:00 pm
Tuesday through Friday: 1:00 pm to 4:00 pm
Every 7th Saturday: 12:30 pm to 9:00 pm
Every 5th Sunday: 10:00 am to 7:00 pm

JOB SUMMARY:

Under general supervision, does work of routine difficulty assisting the Building Manager and maintenance staff with cleaning, repair, security, and other miscellaneous tasks and errands.

JOB REQUIREMENTS:

Some knowledge of simple building maintenance and troubleshooting. Ability to follow written and verbal instructions and to work independently. Must have motivation and initiative. Must have or obtain an Iowa driver's license upon appointment. Must have a satisfactory driving record. Ability to lift boxes, equipment and materials weighing up to 70 lbs.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Cleans, sweeps, dusts and mops restrooms, hallways, offices, public areas, windows and floors in Library. Vacuums carpets. Removes trash and waste paper. Sets up tables, chairs, podiums, and stage for special events or meetings. Empties Library bookdrops. Locks and unlocks Library doors. Activates and disarms security system on weekend rotation. Responds to after-hours requests for alarm checks and security. Monitors library parking area and issues parking tickets as appropriate. Removes snow and applies ice-melt as needed to steps, entryways and fire exits.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

High school diploma or equivalent required. Six months' experience in building maintenance or related field preferred. Valid State of Iowa Driver's License and satisfactory driving record required. Criminal background check required.

Applications available online at <https://www.icpl.org/about/job-opportunities> or at the Library Business Office, 2nd floor, 123 S. Linn St., between 10:00 am-12:00 pm and 1:00-5:00 pm. Must complete a multiple-choice test in person with a satisfactory score. **Job posted until filled.** Must pass criminal background check.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an equal opportunity employer. Applications from females, minority group members and persons with disabilities are encouraged.

For Current Job Openings Available to the Public, Call: **JOBLINE – (319) 356-5021**