



SPARTANBURG COUNTY
PUBLIC LIBRARIES
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PUBLIC JOB POSTING

THIS POSITION IS OPEN UNTIL FILLED.

POSTING DATE: May 23, 2022

JOB TITLE: Maintenance Assistant, Grade 21

LOCATIONS: Headquarters

DATE AVAILABLE: July 1, 2022

SALARY: \$2,802 per month

HOURS: 40 hours per week. Monday through Friday 8:00am to 5:00pm (*Note: Must be flexible to accommodate emergency situations that may arise.*)

EDUCATION/EXPERIENCE: Any combination of education and experience equivalent to graduation from vocational or technical college and some experience as a semi-skilled or skilled worker in building maintenance and related work. **Must complete pre-employment testing.**

ESSENTIAL FUNCTIONS:

- Conducts general building & facilities maintenance activities; operates equipment; maintains and repairs buildings and equipment; performs carpentry, electrical, plumbing, and mechanical maintenance and repair tasks.
- Maintains, repairs, and installs various building related systems including electrical, plumbing, sewer, HVAC, etc.
- Performs periodic preventive maintenance work cleaning filters, coils, and strainers; adjusts or changes belts, greases and oils pumps, motors, and bearings. Services air conditioning, heat pumps, and boiler equipment as necessary.
- Performs painting projects; drywall repair; pressure washing; moves furniture and other tasks as needed.
- Perform vehicle maintenance tasks such as changing oil, minor repairs, etc.
- In absence of other staff, may substitute on courier route or other duties performed by Maintenance Helper.

KNOWLEDGE & SKILLS:

- Any combination of education and experience equivalent to graduation from vocational or technical college and some experience as a semi-skilled or skilled worker in building maintenance and related work.
- General knowledge of common practices, tools, terminology and safety precautions of building and vehicular maintenance trades; general knowledge of the use and characteristics of common building materials; skill in the use of tools and equipment used in maintenance and repair tasks; must have general computer skills and the ability to write and prepare written reports and correspondence on technical subjects and issues; good analytical skills; ability to establish and maintain effective working relationships with associates and library patrons.
- Must have the ability to read and understand written instructions in the English language from a piece of paper or on a computer screen; ability to follow oral and written instructions; ability to solve problems within scope of responsibility; ability to operate equipment and tools safely; background in electrical and plumbing a plus.
- Possession of an appropriate driver's license valid in the state of South Carolina and good driving record.
- HVAC certificate and/or pool certificate a plus.

The library accepts applications when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. Drug Testing is a part of the Library's hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.

151 South Church Street, Spartanburg, South Carolina 29306-3241, (864)596-3507 www.spartanburglibraries.org
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