Upper San Juan Library District
Ruby Sisson Memorial Library
811 San Juan St.
Pagosa Springs, CO 81147

**Maintenance/ Custodian**24 hours per week/ non-exempt

**$20/ hour**

Summary of Responsibilities:
Maintains the Library building, equipment and grounds in clean, orderly and functional condition.

Education and Training Required:
Has a working knowledge of building plans and building cleaning and maintenance work. Is able to understand and carry out instructions furnished in written, oral and diagrammatic form. Familiarity with geothermal heating systems and sprinkler systems a plus.

Reports to:
Library Director

Duties/Responsibilities:
Receives and responds to oral and written instructions primarily from the Library Director, but also from other staff members.

Prepares a systematic approach to the cleaning, repair, and maintenance of the building, grounds, and equipment and carries it out.

Maintains inventory of cleaning supplies, materials, and equipment and orders supplies when necessary.

Sets up tables and chairs and rearranges furniture as necessary for scheduled meetings and programs throughout the building.

Troubleshoots building equipment problems.

Assembles new equipment and furniture.

Empties trash (including recycling papers and bottles), cleans bathrooms daily.

Keeps parking lot and grounds free of debris.

Waters plants, vacuums, dusts, weekly.

Washes windows and floors, performs overall yard maintenance (waters gardens, mows lawn and shovels snow) replaces light bulbs, transports book sale donations to the dumpster or storage, etc. as necessary.

Takes recycling cardboard and large trash items to Transfer Station when needed.

Suggests improvements to the building.

Performs other duties as required to maintain the Library building, equipment and grounds in clean, orderly, and working condition.