Job Title | Building and Grounds Assistant
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Reports to | Nonprofit Director | Grade 1

Job Purpose

The Building and Grounds Assistant works with the Nonprofit Director to ensure the safety and proper maintenance of the library building and grounds.

Qualifications

Experience with building management. Ability to work independently or as part of a team. Four years of college preferred and relevant experience required.

Duties and Responsibilities

- Bi-weekly walk-throughs of the library building and grounds.
- Maintenance of lists of contractors and items needing attention.
- Handles light physical tasks, which may include plant watering, snow shoveling, sweeping, etc.
- Tracking of building systems and schedules, under supervision of Nonprofit Director.
- Maintains building files accurately and neatly.
- Sets up appointments with contractors as needed.
- Other duties as assigned by Library Administrators