

The Wagnalls Memorial

Job Description: Buildings & Grounds Technician I
Department: Foundation
Supervisor: Executive Director, and direction of Maintenance Technician
Status: Level 2 part-time, regular

The Buildings & Grounds Technician I is key to the success of The Wagnalls Memorial. The Buildings & Grounds Technician I works closely with the Executive Director and Wagnalls Memorial staff and is responsible for supporting Foundation and Library staff fulfilling the primary mission of the Wagnalls Memorial as an educational, cultural and community center for Lithopolis, Bloom Township, and surrounding areas. This position reports directly to the Maintenance Technician for Wagnalls. In particular, the duties of the Buildings & Grounds Technician I will include but not be limited to:

Duties:

1. Assist with opening and securing the facilities before and after operations as scheduled including book deliveries and library drop box.
2. Maintain cleanliness of all areas including restrooms in the Memorial including sweeping, mopping, disinfecting, dusting and polishing woodwork, removing cobwebs, cleaning glass and mirrors, removing dust and cobwebs from fans, art frames, and light fixtures.
3. Set-up rooms for events and return rooms to standard conditions afterward. Clean and sanitize tables and chairs in event spaces.
4. Remove trash from the facilities routinely and after scheduled events.
5. Ensure restrooms, kitchens, and event rooms are well stocked with paper products, trash bags, soap, and room fresheners.
6. Routinely sweep and/or mop large event rooms, stairwells, and hallways.
7. Assist with maintaining lawns, gardens, and walkways with the assistance of other maintenance staff and garden volunteers including mowing, edging, raking, sweeping, pruning, and trash removal.
8. Notify the Maintenance Technician and/or Executive Director of facility or landscape issues.
9. Assist the Maintenance Technician with snow removal and salting for ice as needed.
10. Assist the Maintenance Technician with repairs as needed.
11. Attend to custodial or facility emergencies while on duty as needed.
12. Work with and assist volunteers with building and grounds projects.
13. Other duties as assigned

Qualifications:

- General knowledge of electrical, HVAC, and mechanical processes
- General knowledge of building maintenance and safety protocols
- Manage time to accomplish several tasks concurrently
- Able to use technology for monitoring equipment, using email for communication with staff, and monitoring facility calendars
- Possess a friendly, professional demeanor and relate well to a variety of audiences
- Able to work for extended periods standing or kneeling, climb and work from ladders, carry up to 50 pounds, work with power and hand tools appropriately, comfortable working on flat or low-pitched roofs, able to push and pull loads on carts or dollies
- Able to work independently or with a team
- Able to pass a background check, including a criminal record and driving record