

## 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. Maintain lawns, gardens, and walkways with the assistance of garden volunteers including mowing, edging, raking, sweeping, pruning, and trash removal.
2. Notify the Maintenance Technician and/or Executive Director of landscaping issues with tree or shrub removal, walkway repairs, and exterior building disrepair.
3. Assist the Maintenance Technician with snow removal and salting for ice.
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 in the absence of the custodian.
6. Routinely sweep and/or mop large event rooms and hallways.
7. Set-up rooms for events and return rooms to standard conditions afterward.
8. Assist the Maintenance Technician with repairs as needed
9. Assist with opening and securing the facilities before and after operations
10. Attend to custodial or facility emergencies while on duty as needed
11. Work with and assist volunteers with buildings and grounds projects
12. 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