



METROPOLITAN LIBRARY SYSTEM

Job Description

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| Job Title: | Maintenance Technician I | Position Code.: | 1071-106 |
| Reports To: | Assistant Director of Facilities | Classification: | Non-exempt |
| Division: | Operations | Safety-Sensitive: | Yes |
| | | Date: | 04/2025 |

JOB SUMMARY:

Under general supervision, conducts preventive maintenance activities and performs repairs on library buildings, grounds, and equipment.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Performs preventive maintenance on heating and air conditioning systems.
- Performs basic carpentry, electrical, and plumbing repairs, painting, masonry, tile, and metal work.
- Performs general maintenance work such as changing locks and door hardware.
- Shovels snow and spreads ice melt in winter as necessary.
- Performs grounds maintenance at library facilities, as assigned.
- Performs minor service and repairs to equipment and tools.
- Performs routine service and minor repairs on library vehicles.
- Records materials used and work completed.
- Assembles, disassembles, and moves furniture and equipment, and moves books and non-book materials.
- Assists in setting up and preparing for various events throughout the year, working flexible hours as needed to support event schedules. Provides excellent service to internal and external guests.
- Completes all required and assigned training on time.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Drives library or personal vehicle to and from various locations.
- Serves as relief delivery driver.
- Maintains a forklift operator's license and operates a forklift in a safe manner.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guests' records, and the code of professional ethics.
- Performs other related duties as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- Frequent travel to library branches and other locations throughout Oklahoma County.

INTERACTION:

- Interaction with all levels of staff, vendors, and contractors.

MATERIAL AND EQUIPMENT USED:

- Computer
- Forklift
- Hand Tools
- Ladders and Lifts
- Lawn Maintenance Equipment
- Power Tools
- Shop Equipment
- Vehicle(fleet/personal)
- Welding Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High school diploma or GED, and

- One year of preventive maintenance experience; or
- Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- Valid State Driver's License
- Current Motor Vehicle Insurance
- Acceptable Driving Record as defined in the Driver Safety Procedures

Required within 60 days following employment:

- Register as a Mechanical Apprentice with the Oklahoma Construction Industries Board.
- Complete an OSHA-compliant forklift certification course

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic principles and practices of building maintenance and repair.
- Basic principles and practices of carpentry, plumbing, HVAC, and electrical system maintenance and repair.
- All computer applications and hardware related to the performance of the essential functions of the job.

Skill in:

- Operation and use of all assigned equipment utilized in performing the essential functions of the position.
- Interpersonal skills necessary to effectively interact with internal staff and the general public.

Mental and Physical Abilities:

- Ability to read, comprehend, and follow safety guidelines, operational procedures, maintenance instructions, and other technical documentation to ensure safe and efficient equipment usage.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, communicate verbally and audibly, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 50 pounds. Lifting/moving items weighing more than 50 pounds requires use of a lifting device or a team of two or more employees.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

WORK ENVIRONMENT:

- Frequent exposure to dirt, dust, and noxious fumes and odors.
- Exposure to hazardous situations that involve heavy machinery or objects, hazardous chemicals, or power tools occurs frequently.
- The incumbent's working conditions are typically moderately quiet to loud and frequently out-of-doors in weather extremes.
- Working time may require irregular hours.
- This is a safety-sensitive position.
- This position is eligible for Emergency telework.

SUMMARY STATEMENT:

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as the accommodation does not create an undue hardship to the System or if doing

so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

Employment with the Metropolitan Library System for this position is conditioned upon compliance with the Driver Safety-Drug and Alcohol Testing Policy (SH 671). The Driver Safety-Drug and Alcohol Testing Policy is available on the Intranet or from the Human Resources Department.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.