



IBERVILLE PARISH LIBRARY

Job Description

DRIVER/ASSISTANT MAINTENANCE TECHNICIAN

This position is a driver on the Library's Pay Scale and under the immediate supervision of the Maintenance Director of the library. The primary responsibility of this position is to deliver materials to branches and assist in performing general maintenance work at the library's 8 locations across the parish. This is a regular, part-time, 20 hours per week, non-exempt position including evening and weekend hours as needed.

Essential Functions

- Deliver materials (books, DVDs, etc.) to branches on a weekly schedule.
- Assist Maintenance Director in the daily maintenance of the buildings and grounds.
- Inspect and change various light bulbs and air condition filters as needed.
- Inspect and keep drains flowing properly.
- Setting up and taking down meeting rooms.
- Clean and maintain parking lots and office furniture.
- Haul trash as needed.
- Maintain tools, equipment, and building supply inventory.
- Move office furniture as needed.
- Evening & weekend hours, as necessary.
- Knowledge of the methods, tools, and equipment used in building maintenance and repair work.
- Basic knowledge of computers.
- Must be able to work outside in any weather conditions.
- Responsible to perform other duties as required.

Required Qualifications, Training and Education

- Must possess High School diploma or equivalent.
- Must possess a valid Driver's License.
- Must possess a good driving record with no violations within the previous year.
- Must be able to drive a pickup truck or van.
- Must be able to work at heights.

Physical & Additional Requirements

- Must be able to lift up to 50 pounds.
- Must be able to engage in the following activities: Walking, standing, sitting, bending, stretching, reaching, climbing, stooping, twisting, and kneeling.
- Must take and pass a background check and drug screen prior to employment.
- Must take and pass a back x-ray prior to employment.

Salary

- \$15.00/hour.
- Mandatory direct deposit through the Iberville Parish Library.

Application

- Accepting application online ONLY