The Urbana Free Library

210 West Green Street, Urbana, IL 61801 • 217-367-4057 • urbanafreelibrary.org

BUILDING OPERATIONS ASSISTANT

Department: Building Operations
Division: N/A
Job Type: Non-Civil Service
Reports To: Building Operations Manager
Percent Time: General minimum of 10 hours per week and maximum of 999 hours per year, as determined by Library needs, including evening and weekend hours.
Benefits: https://urbanafreelibrary.org/about-us/employment/hourly
FLSA Status: Non-Exempt
Pay Grade: 24-H

JOB SUMMARY

The Building Operations Assistant performs routine cleaning and maintenance activities per the Library's detailed cleaning schedules and as assigned. Keeps the Library building and property in a clean and orderly condition. The Building Operations Assistant reports to the Building Operations Manager.

ESSENTIAL FUNCTIONS

- Collects trash and recycling from inside and outside the Library and takes to outdoor dumpster in all weather conditions.
- Vacuums carpets.
- Dusts furniture and wet-mops hard surfaces.
- Cleans restrooms and replaces paper products.
- Cleans carpet and upholstery.
- Refinishes floors.
- Cleans windows and other glass surfaces.
- Sanitizes hard surfaces.
- Removes snow from walkways, stairs, and ramps and uses de-icer as needed.
- Performs light landscaping/weeding/watering and leaf collection/disposal.
- Performs other related duties as assigned.
- Participates in Library-wide committees and activities.
- Attends department and other meetings as scheduled.

JOB REQUIREMENTS

Education & Experience

- High school diploma or equivalent required.
- Prior janitorial and maintenance experience preferred.
- Prior successful working experience desired.

Knowledge of

- Basic janitorial and maintenance processes desirable.

Skills
- Excellent attention to detail.
- Strong commitment to providing excellent service; friendly, energetic, adaptable.
- Good interpersonal and decision-making skills to work effectively with patrons and staff.
- Dependability, trustworthiness, and honesty.
- Physical strength and agility sufficient to lift and carry up to 80 pounds and to work on one's feet for an entire shift.

Ability to
- Assume responsibility and work efficiently without direct supervision once trained.
- Understand and follow detailed oral and written instructions.
- Learn and follow all relevant Library policies and procedures.
- Complete work with high quality and handle frequent, sudden task changes effectively.
- Work with diverse staff and patrons in a consistently friendly and courteous manner.
- Enforce Library policies as needed.
- Work in a team atmosphere in a consistently cooperative manner.
- Work full range of Library hours, including evenings and weekends.
- Work additional hours beyond those regularly scheduled as necessary and for the Library's needs, including holidays.

CONTACTS: INTERNAL/EXTERNAL
- Daily contact with patrons and staff.

SUPPLEMENTAL INFORMATION
Working Environment: *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- The work will occur primarily at The Urbana Free Library.
- Typical work schedule could include any hours that the Library is open in addition to time before and afterwards. Must be available evenings, early mornings, and weekends – and is expected to respond to emergencies as needed.
- The work may involve exposure to and cleanup of bodily fluids using prescribed safety equipment and best practices.
- Works indoors and outdoors.
- Works with potentially hazardous chemicals and fumes.
- Occasionally works on ladders.

Physical Requirements: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- While performing the duties of this job, the employee is frequently required to walk, sit, talk, hear, and smell.
- The employee is frequently required to use hands to touch, handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb ladders, balance, stoop, kneel, crouch, or crawl.

- The employee must occasionally lift, push, and/or move up to 80 pounds.
- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents, visually inspect work in progress, and the ability to adjust focus to both print and electronic text. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Hear in the normal audio range with or without correction.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: March 2026