Position title: Maintenance

This position reports to: Library Director

Hours & Pay: 10-15 hours per week, starting at $23.00 per hour.

Position Summary:

Responsible for the overall cleanliness and light maintenance of the building. Hours are flexible.

Essential duties:

 A Cleaning the floors, bathrooms, shelves, countertops, and other areas as needed.

 B Changing light bulbs, toilet paper rolls, and alarm/clock batteries as needed.

 C Light shoveling in winter as needed.

 D Assists in lifting and moving heavy material or equipment.

Physical requirements

 A Ability to lift and carry up to 50 pounds.

 B Ability to conduct activities involving substantial standing and walking.

 C Ability to grasp and manipulate equipment and similar materials.

 D Ability to conduct activities involving stooping, kneeling, bending, crouching, crawling, twisting and reaching on a daily basis

F Ability to work with hands and arms extended above shoulder height with a weight of up to 20 pounds.

 G Ability to work in areas of extreme lighting and visual conditions.

H Ability to participate in routine conversation in person or via telephone, and distinguish alarms, sensors and other auditory tones.

I Ability to climb ladders.

Environmental conditions:

Skills and abilities:

A Has a general knowledge of tools including screwdrivers, rachet sets, hammers, drills, among other common tools.

B Has a general knowledge of cleaning supplies and their specific uses.

C Ability to apply problem-solving skills in developing solutions for unanticipated issues and challenges.

D Ability to apply good time management and organization skills.