

Library/Senior Center Custodian & Maintenance Worker

35 hours per week

Summary

The position will be responsible for custodial work, minor repairs, and general maintenance of the Library/Senior Center building and grounds.

Performs routine and repetitive manual labor that may include a wide variety of minor maintenance or repair tasks with immediate responsibility for the care of a public building.

Frequent physical effort demanded in performing duties requiring lifting, continuous standing, and walking under conditions at times subject to dirt, rain, snow or other disagreeable factors.

Hours

Schedule to be determined by the Library Director and Director of Elder Affairs. Must be flexible to allow for building and cleaning emergencies and inclement weather clean up.

Desirable Qualifications

- High School Diploma or GED
- Considerable knowledge of cleaning materials and methods
- Ability to perform moderately heavy manual labor; able to lift and carry heavy items, climb ladders, shovel, bend, kneel, crouch, grasp, and reach
- One or more years of varied experience in janitorial, custodial, or maintenance work
- Knowledge of basic carpentry, plumbing, electrical, and HVAC systems
- Experience in operation and maintenance of power and manual tools and equipment such as a snow blower, string trimmer, ice melt spreader, and vacuum cleaner
- Ability to follow oral and written instructions
- Thoroughness and dependability
- Ability to meet and deal with the public effectively and able to direct others appropriately

Responsibilities

- Performs a variety of duties to maintain the cleanliness of the building including, but not limited to, washing windows and other glass surfaces; sweeping, mopping, and waxing floors; vacuuming carpets; dusting, wiping, and cleaning items and surfaces such as tables, chairs, office furniture, counters, window sills, door frames, shelving, and public use equipment such as monitors, keyboards, computer mice, copiers, and printers.
- Cleans and sanitizes kitchen and breakroom areas and staff and public restrooms; ensures sinks and toilets are in working order
- Replenishes restroom supplies as needed
- Empties trash and recycling containers and places waste in appropriate dumpster bins
- Performs routine maintenance duties such as replacing automatic door batteries, changing lightbulbs, installing furnace filters, setting parking lot light timers, and adjusting thermostats

- Performs minor repairs that do not require a specialized technical or licensed professional; may include tasks such as light sanding or spackling, touching up painting, applying stain to wood surfaces, and installing or fixing hardware
- Performs basic landscaping duties such as keeping the grounds free of debris, raking leaves, removing brush and weeds, trimming bushes, cleaning gutters, and sweeping exterior walkways
- Performs snow and ice removal; may be required outside of regular hours, during the evening, or on weekends
- Maintains equipment such as vacuum, snow blower, and ice melt spreader
- Monitors inventory of maintenance supplies; recommends supplies and equipment for purchase; acquires supplies at the hardware store as instructed by the Library Director or Director of Elder Affairs; stores and organizes supplies
- Reviews maintenance plans and recommends maintenance service projects as appropriate
- Routinely inspects interior and exterior of building for maintenance issues; troubleshoots maintenance problems to determine necessary repairs
- Requests quotes for work related to the maintenance of the building and grounds
- Coordinates with maintenance vendors and subcontractors, inspecting work in progress, evaluating completed projects, and ensuring work is performed as specified
- Assists with moving materials, shelving, equipment, and furniture
- Places items in storage and retrieves items from storage
- Assembles/installs and disassembles/uninstalls basic furniture, furnishings, and equipment
- Assists with the setup and breakdown of meeting and program spaces
- Collaborates with Town facilities/maintenance personnel and other Town departments, including Police, Fire, Highway, Water, Building, and Health, as necessary to perform required duties
- Locks and unlocks the building; when closing building, ensures it is empty and secure
- Responds to fire/security alarm calls after hours
- Raises and lowers the flag
- Assists with special projects such as hanging decorations, setting up displays, and preparing for programs/events
- Additional related duties as assigned at the discretion of the Library Director or Director of Elder Affairs