JOB OPENING

Maintenance Assistant
Part-Time

Duties:

• Address daily maintenance needs including but not limited to cleaning, lightbulb and emergency lighting replacement, trash collection, light carpentry and painting, light plumbing, minor electrical repairs, and furniture and equipment assembly and repair
• Set-up and move furniture for programs and special events
• Maintain grounds including watering and snow removal
• Monitor and adjust HVAC controls
• Retrieve and empty outdoor book and AV return bins
• Help maintain parts and supplies inventory
• Unload deliveries and distribute supplies to appropriate departments

Requires:

• Knowledge of appropriate cleaning and maintenance techniques
• Ability to communicate clearly in person and in writing
• Ability to take direction and to work cooperatively with others
• Valid driver’s license required
• Moderate lifting, carrying, walking, and standing
• Basic computer skills

Schedule: 16 hours per week, scheduled Tuesday – Friday, 12:30 – 4:30pm. Availability to be flexible for coverage required.

Starting Salary: Pay rate starts at $19.00 depending on qualifications

Apply to: Apply by submitting an application online to: https://hplibrary.recruitpro.com/jobs/287450-53379.html
Chad Stechly, Facilities Manager
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About the Library
The Library team recruits creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of diversity, equity, and inclusion for the benefit of our community and employees. Our goal is to provide relevant collections, programs, and services to all in our community. Our most valuable resource is our team. Join us!