



Custodian

Reports to: Library Director

Job Description:

Directs and organizes tasks related to maintenance and cleaning of the building and equipment. Duties include cleaning, performing regular inspections, and maintaining equipment.

Responsibilities:

- Performing regular maintenance and light repairs on buildings and grounds of the Library
- Purchasing and picking up or arranging delivery of maintenance-type materials
- Paint and fill gaps in cracks, and openings in and outside of the library
- Additional duties as assigned, emergency tasks as needed
- Serve on Buildings and Grounds Committee
- Identify and report the need for major repairs
- Keep Director updated regarding maintenance and repairs
- Cleaning the building with special attention to high traffic areas

Requirements:

- Experience in small repairs and regular building and grounds maintenance
- Experience with common tools, small machines, electric equipment
- Occasionally lift heavy items and follow written instructions and manuals
- Basic understanding of electrical, plumbing, generator, HVAC systems
- Basic math skills
- Good communication skills
- Honest, well organized, detail-oriented problem solving
- High School Diploma or equivalent
- Some knowledge of public libraries and patron privacy preferred.

Compensation and Benefits:

- \$15.00 an hour
- Paid Time off (10 days per year)
- NYS Retirement System eligible