



JOB POSTING

General Maintenance Worker

The New Castle-Henry County Public Library is seeking a part-time general maintenance worker who will schedule facility and library vehicle maintenance activities, and perform cleaning and maintenance duties. Some responsibilities include:

- Responsible for work related to maintenance of the library building, including but not limited to HVAC, plumbing, electric, lighting and custodial.
- Retrieves library materials from the outdoor drop boxes and assists with heat treatment of materials as needed.
- Assists with the cleaning of rooms, hallways, restrooms, offices, and stairways. This includes cleaning and sanitizing restrooms, sweeping and mopping the floors, vacuuming rugs, carpets and upholstered furniture and dusting furniture, woodwork and equipment and removing trash.
- Responsible for ensuring that the sidewalks and entrances are clear from snow and ice. Schedules exterior facility and grounds maintenance.
- Does general interior and exterior repairs such as painting, patching walls, security hardware, hanging shelves, etc.
- Responsible for performing or scheduling library vehicle maintenance.
- Assists with setup and take down for meetings and events.

This position requires an individual with a **customer service mindset** and the ability to serve staff and patrons in a **professional, helpful, cooperative, and courteous** manner. Candidates must have **excellent verbal and written communication skills** and possess a good command of the English language in order to interact in a professional manner. In addition, candidates must have strong computer skills and must be able to successfully use basic office applications and the Internet, and read and understand complex oral and written instructions. Candidate should have knowledge of occupational hazards and corresponding safety precautions, and must have a good driving record.

Minimum Requirements:

- High school diploma or equivalent required
- Two years experience in general or other maintenance required; advanced training is a plus
- Valid driver's license
- Must be able to climb ladders, lift from the floor, carry loads of 40 plus pounds up steps unassisted, bend, reach, squat, and sit on the floor.

Starting Range: \$13-14.00 per hour

Hours: Approximately 30-35 hours per week (varies)

To apply, send application and/or resume and professional references to: hr@nchcpl.lib.in.us