

JOB POSTING

Maintenance Supervisor

The New Castle-Henry County Public Library is seeking a full-time maintenance supervisor. This position is responsible for supervising maintenance staff, scheduling maintenance activities, library cleaning and maintenance duties, trash removal, external grounds maintenance, library vehicles’ maintenance.

**Primary Responsibilities:**

* Trains, plans and assigns duties to assistants including preparing work schedules.
* Orders and maintains an inventory of cleaning and maintenance supplies.
* Responsible for maintaining library mechanical and HVAC equipment.
* Retrieves library materials from the outdoor drop boxes and delivers them to the appropriate department.
* Coordinates the cleaning of rooms, hallways, restrooms, offices, and stairways.
* Responsible for ensuring that the sidewalks and entrances are clear from snow and ice.
* Does general 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 is a supervisory position that 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
* Good driving record and ability to obtain a chauffeur’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. Must be able to work in varying weather conditions. Exposure to gas, solvents and other chemicals.

**Starting** **Range**: $15-$18 per hour

**Hours**: Full-time, generally weekdays with occasional nights and weekends

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