

RED FEATHER MOUNTAIN LIBRARY DISTRICT

JOB OPENING: MAINTENANCE POSITION

Dec. 15, 2022. Open until filled

Red Feather Lakes Community Library is an equal opportunity employer.

Job Title: MAINTENANCE SERVICES POSITION

Job Type: Part-time Hourly, up to 12 Hours Weekly

Job Description: Building and Grounds Maintenance

Compensation: \$16.20 per hour

Successful passing of a background check required

DUTIES AND RESPONSIBILITIES

The part-time maintenance services position will be under the direction of the Library Director to complete the following tasks as assigned:

- Makes minor carpentry, electrical, mechanical and plumbing repairs.
- Performs touch up and finish painting.
- Replaces light bulbs and florescent tubes.
- Replaces batteries on alarm and other devices.

- Sets up and tears down chairs, tables and equipment in the Stenzel Room, or, for offsite programs.
- Assists in lifting, toting, setup and take down as otherwise appropriate within normal library operations. Use of a ladder may at times be appropriate.
- Assists with book donation carting and storage within the Friends book shed.
- Clears snow from entrances and walkways and spreads ice melt.
- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks.
- Assists in shipping and receiving of library supplies and materials.
- Replaces furnace filters.
- Seasonally opens and closes the library crawl space vents.
- Organizes and shelves materials within library storage facilities.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to staff and the public in a courteous manner.
- Ability to acquire job skills with three months of on-the-job training.
- Ability to lift and carry objects weighing up to 50 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- ‘Pinch-hit’ circulation desk clerking.
- Exterior window washing.
- Outside play area and grounds responsibilities including repair, trimming, cleanup, light construction and organizing.
- Library cleaning on a ‘as needed’ basis.
- Other responsibilities as assigned.

The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.

Flexible hours position; may require some on-call work.

*Reviewed by the Red Feather Mountain Library District Board of Trustees, October 25, 2017
Updated lifting requirement up to 50 pounds per board approval July 2022.*

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