

RFL Library - Maintenance Position Application Form

The position is up to 12 hours per week at \$16.20 per hour. Work schedule flexible with potential on-call hours.

The position is open until filled.

Duties:

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.

A BACKGROUND CHECK WILL BE CONDUCTED.

1. Name:

2. Address

3. Home phone

4. Alternate phone

5. First Reference (Name/Position/Company/Address/Phone)

6. Second Reference (Name/Position/Company/Address/Phone)

7. The schedule is yet to be determined. Your days available to work (or, no preference)

8. Educational history (Name of school/location/years completed/degree)

9. Skills you bring to the job:

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10. Work experience: Currently employed (yes/no)?

11. Employer 1 (Name/Address/Phone/dates of employment/position held)

12. Employer 1: Duties performed and skills used:

13. Employer 1: Reason for leaving:

14. Employer 2 (Name/Address/Phone/dates of employment/position held)

11. Employer 1: Reason for leaving:

15. Employer 2: Duties performed and skills used:

16. Employer 2: Reason for leaving

17. Employer 3 (Name/Address/Phone/dates of employment/position held)

18. Employer 3: Duties performed and skills used:

19. Employer 3: Reason for leaving:

19. Employer 3: Reason for leaving

20. After reading the full job description, are there any physical limitations we should be aware of in performing your daily responsibilities?

21. Any comments or questions you'd like to express? We appreciate your interest in working at the Library.

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