

JOB POSTING – Building Maintenance Worker

The Cranford Public Library is accepting applications for the position of Building Maintenance Worker, a part-time position. The hours are generally 8:00 AM – 12:00 PM Monday through Friday. Under supervision of the Library Director, the ideal candidate will assist in the maintenance and repair of the library building and grounds and perform other tasks related to maintenance and repair as needed.

Typical tasks include:

- Performing basic maintenance, repair and/or adjustment of building equipment and systems
- Cleaning areas of the building not covered by the library's contracted cleaning service
- Replacing light bulbs
- Gathering and disposing of refuse and recycling
- Disposing of discarded books and unwanted book donations
- Running small errands: making keys, getting gas for tools, etc.
- Loading and unloading delivery trucks, and delivering materials to the proper department
- Moving materials and furniture within the building
- Interior and exterior painting
- Inspecting library roofs and keeping them clear of debris
- Clearing snow and ice from library walkways
- Basic outdoor maintenance: leaf blowing, weeding, etc.
- Tracking building supplies and requesting reorder in a timely manner
- Shifting collections within the library
- Removing litter and other debris from the library parking lot
- Assembling furniture, shelving and other library equipment as needed
- Mounting signs, plaques, pictures, and other such materials
- Acquiring tools and/or equipment necessary for repair and maintenance of the library
- Empty book drops before opening each morning

TO APPLY

Hourly pay rate will be between \$18 - \$22, depending on experience.

Please send a resume, cover letter, and three references to Library Director Kathryn Cannarozzi by email (kcannarozzi@cranfordlibrary.org). This position will remain open until filled. The Cranford Public Library is an ADA compliant/EOE employer.