

CHELMSFORD PUBLIC LIBRARY
CHELMSFORD, MASSACHUSETTS
POSITION OPENING

POSTING DATE: September 25, 2024; deadline 10/11/2024

POSITION: Custodial/Maintenance Assistant

DEPARTMENT: Chelmsford Public Library

SALARY: \$24.49/hr.

HOURS: 37.5 hrs weekly, 4 evenings & weekend rotation required

Responsible for routine custodial duties including:

Empty trash & recycling, floor cleaning/maintenance, clean restrooms, clean windows, pick up trash, sweep walkways, dust/clean/polish furniture, etc. Look for areas/items inside and outside the building that need to be cleaned.

Responsible for routine maintenance duties including:

Replace lightbulbs, make small repairs to furniture/equipment, keep spaces safe for use/recommend safety improvements, set-up/breakdown of meeting room chairs and tables for programs. Look for repairs needed inside and outside the building.

Seasonal tasks as needed including:

Shovel snow, chop ice, sand steps and walkways, install air conditioners and set-up fans, cut grass, trim weeds, water gardens, rake leaves, collect yard and garden waste.

Other duties including:

Move books and other materials between library branches and town buildings, insure building security at both locations, assist department heads with patron-related security issues as requested, assist with opening and closing procedures, assist the Friends of the Library with book sale set up.

Physical demands include - Regular periods of time spent outside, requiring exposure to all types of weather conditions, frequent periods spent standing, walking, bending and lifting of 50+ pounds.

Requirements - Position requires a high school diploma; training or experience in custodial work/handyman skills/cleaning preferred. Applicant must have a valid driver's license and complete a pre-employment physical and drug screen.

Benefits - This job includes health, dental and life insurance benefits, earned PTO, and holidays.

Send letter of interest and/or resume to Vickie Turcotte, vturcotte@chelmsfordlibrary.org. Application Deadline: 10/11/2024; position open until filled. Town of Chelmsford Employment Application may be used: <https://chelmsfordma.gov/DocumentCenter/View/119>. The Town of Chelmsford is an EEO/AA Employer. We encourage candidates of diverse backgrounds and abilities to apply.