



Part-time Maintenance Assistant

The Farmington Libraries is seeking a part-time Maintenance Assistant in the Facilities Maintenance department, working under the direction of the Facilities Manager.

Responsibilities include:

- Cleaning and sanitizing designated facility areas to a high standard and following all health and safety regulations, to ensure the safety and comfort of patrons and staff.

Examples of duties include:

- Restroom cleaning (including adequate stock of sanitary supplies), trash collection, disinfecting surfaces, dusting, sweeping, vacuuming, mopping, cleaning carpets & furniture, cleaning ceiling vents, window washing, etc.
- Assisting the Facilities Manager with keeping track of inventory and keeping supplies and maintenance areas organized.
- Assisting the Facilities Manager in performing routine maintenance and repairs of Library facilities and equipment.
 - Performing minor repairs and adjustments to Library facilities and equipment, patching & painting walls, replacing ceiling tiles, minor furniture repair, light plumbing repairs, maintaining outdoor areas (including the operation of hand and power tools for seasonal mowing/trimming, weeding and snow removal, as well as keeping parking lots clean of trash & debris).
 - Monitoring building systems and facilities for operational and safety issues to bring to the Facilities Manager's attention.
- Assisting the Facilities Manager with occasional heavy cleaning tasks and special projects.
 - Deep cleaning of designated spaces or equipment, moving/assembling furniture, disposal of old equipment/furniture, and helping with meeting room setup and breakdown.
 - Assisting with programs and special events (elections, book sales, etc.) throughout the year.

Requirements for this position:

- Experience in cleaning including familiarity with environmentally friendly commercial cleaning products, supplies and equipment.
- Handyman skills to correspond with listed work duties; some experience in the trades is preferred.
- Ability to follow verbal and written instructions.
- Ability to work independently with minimal supervision when necessary.
- Physical abilities including working on ladders, stooping/bending, heavy lifting (up to 70 lbs.), and standing/walking for long periods of time. Ability to work indoors and outdoors in all types of weather and conditions.
- Ability to use sound judgement and common sense in lieu of experience or expertise when necessary.
- Candidate must possess a reliable, registered and insured vehicle. Travel between the two Library locations in Farmington (Main Library and Barney Branch Library) is required.

Hours: 19 hours/week.

Monday, Tuesday & Thursday 8:00 am – 1:00 pm; Wednesdays 8:00 am - 12:00 pm. Note: There will also be some 'on-call' coverage outside of the normal hours on an as-needed basis, including evenings and weekends, as we expand our hours of operation in the coming year.

Hourly Rate: \$18 - \$25 per hour, depending on qualifications. This is a non-benefited position.

The Farmington Libraries is an equal opportunity employer.

Please send a resume and the names of 3 professional references to:

jobs@farmingtonlibraries.org c/o Monique Kucia, Business Manager, The Farmington Libraries, 6 Monteith Drive, Farmington, CT 06032. Review of applications will begin February 1 and the position will remain open until filled.