

**Maintainer I (part-time evenings): Hartford Public Library** seeks dedicated and flexible individual for Facilities Department. The Maintainer I position supports Hartford Public Library's mission & core values and provides custodial services for all library facilities. This position ensures the highest level of services is provided to employees and customers by maintaining clean and orderly facilities. Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until filled.**

**Essential Functions:**

- Clean rooms, hallways, lobbies, lounges, restrooms, elevators, and other work areas to acceptable expectations.
- Empty wastebaskets, transport trash to disposal areas; collect recyclables.
- Sweep, scrub, wax and/or polish floors; dust and polish furniture and equipment; wash windows, walls, ceilings and woodwork; remove debris from driveways and walkways.
- Keep housekeeping areas and carts well stocked, clean and tidy; replenish supplies, staff lounge, and restroom items.
- Participate on committees, including neighborhood teams.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Provides welcoming customer service to all customers.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.

**Other Functions:**

- Performs related duties as required.

**QUALIFICATIONS AND COMPETENCIES:**

- High School Diploma or GED required.
- Previous janitorial and maintenance experience is preferred.
- Excellent interpersonal and communication skills.
- Strong commitment to working within a team environment is required.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, and the public.
- Ability to work independently.
- Ability to work a varied schedule inclusive of evenings and weekends.
- Access to reliable transportation is required.

**Mental and physical requirements:**

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 75 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.