

JOB DESCRIPTION

Maintainer III

M-III

GENERAL STATEMENT: The Maintainer III upholds the Library's standards for physical facilities and grounds, and supports the Mission and Core Values of the Hartford Public Library.

ESSENTIAL JOB FUNCTIONS:

Perform building and equipment maintenance (operational and remedial) for all library sites.

Perform grounds care, including snow removal.

Perform custodial/housekeeping duties.

Operates motor vehicles.

Perform the more skilled or technical tasks in one or more of the trades disciplines.

May supervise others in the same or lower class.

Perform other functions as required, as directed by facilities management.

MINIMUM JOB QUALIFICATION STANDARDS:

Demonstrated commitment to customer service.

Ability to work independently in a team environment.

Ability to interact with a diverse population.

Ability to present ideas effectively, orally and in writing.

Ability to establish and maintain effective working relationships with customers, staff and community groups.

Knowledge of the building trades and codes.

Knowledge of building maintenance and repair, custodial and grounds maintenance, and operation of motor vehicles.

Ability to make repairs to tools and equipment.

Sufficient strength, stamina and agility to perform effectively the assigned duties.

MINIMUM REQUIREMENTS:

Education: High School diploma or equivalent.

Experience: Electrical or HVAC License and five years experience in an acceptable type of Electrical/HVAC work relevant to the duties and responsibilities of the position.

License: Valid CT Motor Vehicle Operators license, plus trade license.

Schedule: The normal work schedule includes day, evening and weekend hours, and may, in an emergency, include additional or overtime hours.