



## **Custodian (Maintainer I) – PT**

**(2 Positions)**

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. This role serves all Hartford Public Library locations.

### **RESPONSIBILITIES INCLUDE:**

- Clean rooms, hallways, lobbies, lounges, restrooms, elevators, and other work areas to acceptable levels.
- 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.
- Ensures safe conditions for staff, public and building operation.
- Takes appropriate action in building emergencies.

### **Secondary Functions**

- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.
- Provides welcoming customer service to all customers.

Other duties as assigned.

*The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.*

### **Education and Experience/Qualifications**

- High School Diploma or equivalent.
- Valid driver's license and access to reliable transportation is required.

### **Physical Demands / Work Environment**

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to keep composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Lifting moderate to heavy weight material up to 75 lbs.
- Able to travel to all facilities within the city, during all weather conditions.

### **What we offer employees:**

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Paid vacation time - prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 1.9 hours per pay period.
- Paid sick time – prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 2.9 hours per pay period.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid professional development, continuing education, and staff engagement opportunities.
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of a staff-led DEI Road Map.

### **What we offer the community:**

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Custodian/Maintainer I (PT)** in the subject line of your email.

**Tentative Shifts Range:** Monday – Friday 04:30 p.m.- 9:00 p.m., weekend as needed.

**Appointment Rate (FT): \$18.12 hourly**

<b>Base Rate</b>	<b>Step 1 (6 months)</b>	<b>Step 2 (1 year)</b>	<b>Step 3 (1 ½ years)</b>	<b>Step 4 (2 years)</b>	<b>Step 5 (3 years)</b>
\$18.21	\$19.04	\$19.95	\$20.86	\$21.76	\$22.68

**Hartford Public Library is an Equal Opportunity Employer.**