



## **Maintainer II - FT**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

The Library currently seeks a **Maintainer II**.

The Maintainer II position supports Hartford Public Library's mission & core values and is responsible for ensuring the highest level of custodial services is provided to employees and patrons by maintaining clean and orderly facilities. This position is responsible for day to day cleaning of the library. Maintains and organizes cleaning supplies, and submits requests for purchases of said supplies, in a timely fashion. Performs other duties as detailed and assigned.

### **Responsibilities include:**

- Perform building and equipment maintenance (operational and remedial).
- Clean rooms, hallways, lobbies, lounges, restrooms, elevators, and other work areas.
- 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 well stocked, clean and tidy; replenish supplies, staff lounge, and restroom items.
- Assist Maintainer III in completion of trade work.
- May supervise others in the same or lower grade when authorized.
- Participate on committees.
- Perform other duties as assigned.

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

- High School Diploma or GED required.
- Previous janitorial and maintenance experience is preferred.
- Excellent interpersonal and communication skills.
- Must have the ability to interact with internal and external customers in a professional manner.
- Strong commitment with working within a team environment as required.
- Ability to work independently.
- Ability to meet flexible work schedule, including evenings and weekends.
- Must have the ability to read and understand OSHA guidelines and other facilities related data such as MSDA sheets, equipment safety data plates, fuel/chemical flash points, etc.
- Basic Microsoft and Outlook skills.

## . **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.

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

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

**Schedule:** Monday – Friday 8:30am – 5:00pm

**Appointment Rate (FT):** \$17.32 hourly

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