



## Maintainer I

The Maintainer I 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 for this role include:

## Housekeeping

- Performs custodial/housekeeping duties. Cleaning and sanitizing areas of the building.
- Maintain a clean building free of hazards to staff, patrons, and equipment.
- Organize and secure all cleaning supplies, tools, and equipment.
- Inform Facility Manager and staff of any specific maintenance issues in need of attention.
- Create and submit supply purchase lists to appropriate staff in a timely manner. Vacuum all areas daily with special attention to high traffic areas.
- Dust mop and wet mop all hard-surface floors in restrooms, children's room, kitchen areas, lobby, staff lounge, main stairway, emergency stairwells, and program rooms regularly. Clean and stock all restrooms daily, including cleaning and sanitizing sinks, toilets, countertops, floors, walls, mirrors, dispensers, doors and handles, and infant changing tables.
- Remove all trash and recyclables on a daily basis.
- Occasionally move furniture as needed.
- Clean kitchen countertops, cabinet faces, walls, microwaves, refrigerators, and sinks. Dishes are the responsibility of staff.
- Wash down and sanitize library tables, countertops, circulation work surfaces daily, including children's room, room craft tables, countertop, and sink.
- Clean and dust shelving, circulation desks, window sills and seats, wood surfaces and ledges, and remove any marks on walls, surfaces, or furniture.
- Clean interior and exterior glass doors and vestibules daily. Clean all doors and door handles of fingerprints, paint and debris.
- Clean and maintain entryways.
- Clean and maintain elevator, including door surfaces and button pads. Spot clean furniture as needed.
- Keep accurate record of hours worked through appropriate databases.
- Communicates regularly with Facility Manager and Director and/or appropriate staff as needed.
- Opens and closes library building according to security procedures.
- Perform grounds care by removal of trash daily including snow removal as needed
- Perform light plumbing as needed, including unclogging toilets and sinks.
- Must learn about all building mechanical and non-mechanical systems in order to assist vendors with location when in the building for work.
- Must be licensed to operate motor vehicles.

## **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 I** in the subject line of your email.

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