



Maintainer III

The Maintainer III position supports Hartford Public Library's mission & core values and provides custodial and building maintenance and repair 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. May supervise other in the same or lower maintainer, classified worker, as assigned by manager. Performs other duties as assigned. Responsibilities include:

Maintenance

- Perform building and equipment maintenance (operational and remedy) for all library sites.
- Under moderate supervision, operates and maintains library building(s) with regards to appearance, comfort elements, equipment operation, lighting, life safety systems, building envelope issues (windows, doors, roofs).
- Develop, monitor, and perform preventative maintenance projects in order to provide a safe environment. Participate in spare part/equipment analysis and inventory development. Installation and startup of new equipment.
- Provide proactive maintenance of all mechanical/electrical spaces. Clear all foreign combustible materials to comply with risk management inspection requirements.
- Provide proactive remediation of all visual and operational deficiencies in assigned buildings.
- Assist with furniture and event set ups and break downs and decorations for special functions, meetings, etc. Identify and implement continuous improvement projects.

Grounds

- Perform grounds care, including snow removal. Inspects buildings and roofs.

Housekeeping

- Perform custodial/housekeeping duties including cleaning and sanitizing of the building.

Trade Work

- Perform intermediary technical tasks in one or more of the trades disciplines.
- Read and interpret basic blueprints, sketches, schematics, and wiring diagrams. Performs various carpentry, masonry, painting, plumbing, electrical, heating and air conditioning work as required.
- Troubleshoot and repair electrical/mechanical equipment failures.
- Operate and maintain a variety of equipment including hand and power tools, mobile electronic devices, measuring/diagnostic/testing meters, and instruments.

Vehicle Operation

- Must be licensed and able to operate motor vehicles and lifts.

Requirements:

- High School diploma or equivalent diploma required. Associate degree preferred.
- Minimum of four years of experience relevant to the duties and responsibilities of the position.
- Must have knowledge of the building trades and codes.
- Must be fully familiar with building systems.
- Must have moderate experience in preventative maintenance procedures; HVAC related, meter reading and motor testing; shutoff of gas, water, electrical, life safety systems (i.e., fire alarm, sprinkler, etc.) and steam equipment.
- Must have moderate knowledge of building and utilities construction, materials, and inspection techniques to include life safety systems, light and power, water systems and refrigeration, elevators, exhaust systems, and air handling units.
- Must have the ability to interact with internal and external customers in a professional and positive manner.
- Must have the ability to read and understand NFPA, IBC codes, and OSHA guidelines, such as MSDA sheets, equipment safety data plates, fuel/chemical flash points, etc.
- Must have a valid driver license and a satisfactory driving record.
- Must possess current ANSI / OSHA compliant training to operate lift, bucket truck, forklift, or all.
- Basic Microsoft and Outlook skills.

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Maintainer III** in the subject line of your email.

Hartford Public Library is an Equal Opportunity Employer.