

Thomas Beaver Free Library
Job Description - Part-Time Maintenance/Handyman

Position Type: Part Time 8-10 hrs/week

Reports To: Library Director

Position Summary:

The Part-Time Maintenance/Handyman performs a variety of duties to ensure a safe, clean, welcoming facility for community members and library staff.

Duties and responsibilities will include, but are not limited to:

- Perform routine repairs including minor carpentry, electrical, mechanical, and plumbing repairs as needed.
- Light custodial duties including emptying wastebaskets, restocking restrooms, taking out trash and recycling
- Sets up and tears down chairs, tables, and equipment for programs and meetings throughout the building.

Additional Duties:

- Performs minor painting and repair work as requested.
- Ability to use hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks.
- Ability to perform manual labor, including lifting, pushing, and pulling heavy loads as well as climbing stairs and ladders
- Maintaining the grounds year-round, including cutting grass, sweeping sidewalks, and snow and ice removal.
- Primary contact with building contractors to schedule service calls and yearly inspections.

Must be able to complete a criminal history, child abuse screening, and FBI fingerprinting before employment and every 5 years thereafter.

To apply contact Kathleen McQuiston, at director@tbflibrary.org, or 570-275-4180 x101