

DERRY PUBLIC LIBRARY JOB OPENING

POSITION: Head Custodian

STARTING PAY RANGE: \$12.61 – \$13.79 per hour

SCHEDULE: 25 hours/week, Monday – Friday, Noon – 5 PM

DUTIES:

Under direction of the Library Director, responsible for the maintenance and cleanliness of the Library building and adjacent grounds. Works cooperatively with the night custodians. The Head Custodian is accountable for the following areas of responsibility:

- Managing the maintenance and cleanliness of the Library facility.
- Managing the maintenance and cleanliness of the Library grounds.
- Working with Library Director to manage vendors and building issues.
- Working with Library staff to ensure that rooms are prepared for Library activities.

REQUIREMENTS:

- Knowledge of building maintenance and repair equivalent to completion of High School diploma and four years of related experience, or equivalent combination of education and experience. Technical School degree preferred.
- Knowledge of plumbing, HVAC, electrical and mechanical systems.
- Ability to troubleshoot problems, work toward solutions, and bring projects to closure.
- Ability to work as a team member with other staff.
- Knowledge of safety procedures for use of tools and hazardous materials.
- Comfort with using Microsoft Office, email and searching the Internet.
- Knowledge of environmentally sound practices, materials, and supplies.
- Ability to communicate effectively verbally and in writing.
- Ability to work an occasional evening or Saturday.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Regularly handles material which may contain chemicals and potential biohazards.
- Operates cleaning apparatus, power and hand tools that may be noisy and potentially physically dangerous.
- Regularly required to walk, stand, bend, stretch, reach, and use ladders.
- Lifts, carries and positions heavy objects.
- Operates machines and performs tasks requiring eye-hand coordination and finger dexterity.

BENEFITS: Vacation, personal day, some paid holidays.

TO APPLY: Candidates must complete a [Derry Public Library Employment Application](#) and submit to:
Cara Barlow, Library Director
Derry Public Library
64 East Broadway
Derry, NH 03038