

## **Position Available Full-time Head Custodian Head of Maintenance Department**

There presently exists an opening for a full-time Head Custodian in our Maintenance Department to oversee all aspects of custodial services and building maintenance for two buildings. This position consists of 35 hours per week and includes day, night, and weekend hours. Managerial experience is a plus. The job duties include but are not limited to:

- Supervise custodial workers who work in two buildings; Participate in the process of hiring, training, and scheduling custodial workers.
- Assist custodians with the general cleaning of all areas of the library as well as room setups and breakdowns for programs.
- Make minor carpentry, electrical, mechanical, and plumbing repairs such as changing light bulbs, clogged toilets, painting, patching walls, and fixing broken furniture.
- Assist administration with obtaining quotes and estimates for hiring outside contractors, such as snow removal companies, landscapers, etc.
- Maintain inventory of cleaning supplies and order supplies when needed.
- Ability to:
  - transport library materials between departments and/or buildings and assist in setups for offsite events.
  - lift heavy objects and work a full shift on your feet.
  - work independently and as a team.
  - relate to supervisors, staff members, and the public in a professional manner.
  - Create and maintain a safe work environment.
- Other related duties as assigned.

If interested, please submit a letter of interest, resume, and three references to Library Director Joanne Adam at [joanne\\_adam@huntlib.org](mailto:joanne_adam@huntlib.org) by February 14, 2025.

The salary for this position is \$75,712.00 as per our collective bargaining unit.

**Must be reachable on the Head Custodian Civil Service list. Transfers will be considered.**