

## Part Time Building Maintenance Worker

Passaic Public Library  
195 Gregory Avenue  
Passaic, NJ 07055

**Description of Duties:** Under the direction of the Supervisor of Buildings & Grounds, performs custodial work at the Passaic Public Library and Reid Memorial Branch Library for up to 20 hours per week; may assist in making minor repairs to buildings or equipment; other related duties as required.

**Job Qualifications:** High school diploma or GED required and six months of related experience. Must exhibit interpersonal skills, be able to take direction in English and work as an effective team player.

**Responsibilities include (but are not limited to):**

- Knowledge of procedures and tools used in washing, waxing, vacuuming, and polishing various materials such as wood, tile, cement, linoleum, glass, furniture, and fixtures.
- Knowledge of how to make minor repairs to heating, electrical, plumbing, and other systems.
- Ability to perform seasonal landscaping tasks year-round, including lawn care and snow removal.
- Ability to lift and move moderately heavy objects including setting up tables, chairs and special equipment for a wide variety of meetings, programs, seminars, and other similar events.
- Ability to learn proper procedure to open the building in the morning and also secure and lock the building at the end of the day.
- Ability to work with various vendors including making phone calls, communicating issues, and keeping simple records.
- Ability to follow safety precautions and to report potentially hazardous conditions.
- Ability to work effectively with other employees.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.
- Must possess a valid NJ Driver's License.
- Flexibility in scheduling. The employee is expected to be available to work during all Library scheduled hours, including evening and weekend hours as needed, at either Library location.

The position is subject to an interview process.

Interested applicants may submit a letter of interest, resume and list of professional references to: [searchcommittee@passaicpubliclibrary.org](mailto:searchcommittee@passaicpubliclibrary.org). No phone calls or faxes will be accepted. The search process will remain open until the position is filled.