

CHELMSFORD PUBLIC LIBRARY POSITION OPENING

POSTING DATE: December 14, 2020

POSITION: Lead Custodial Assistant

DEPARTMENT: Chelmsford Public Library

SALARY: \$17.76/hour (full benefits)

HOURS: Full-time Position 37.5 Hours/Week
Monday – Thursday 1:00 pm – 9:00 pm
Friday 9:00 am – 5:00 pm (every 3rd off)
Every 3rd Saturday 8:30 am – 5:00 pm

Custodial Assistant – The individual selected to this position will assume the lead role in the housekeeping of the library’s buildings. Responsibilities include * routine cleaning including bathrooms * sweeping, dusting & vacuuming * building sanitization * outdoor seasonal work (leaf raking, snow shoveling, weeding, trash pick-up) * moving books and boxes of books from here to there * small repairs to all aspects of the building * floor and carpet maintenance * window washing * building security * other miscellaneous tasks. Candidate must have the ability to work smoothly with the public as well as staff at all times. Must be reliable and able to work independently.

Physical demands include - Regular periods of time spent outside, requiring exposure to all types of weather conditions, frequent periods spent standing, walking, bending and lifting of 50+ pounds.

Requirements - Experience operating indoor and outdoor power maintenance equipment including snow blowers, lawn mowers, floor buffers and steam carpet cleaners. Position requires a high school diploma; training or experience in custodial trades/handy-man skills/cleaning preferred. Applicant must have a valid driver’s license and must complete a pre-employment physical and drug screen.

Applications will be considered upon submittal until the position is filled. Please submit applications to: Mike Harradon, Chelmsford Public Library, and 25 Boston Rd. Chelmsford, MA 01824. The Town of Chelmsford is an EEO/AA Employer.