



MAINTENANCE TECHNICIAN

West Falmouth Library

Part-time: 5 hours/week with opportunity for additional hours seasonally

The essential responsibilities listed below are examples of the type of work performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Responsibilities

- Performs routine building operations tasks, such as:
 - Stocking bathrooms and kitchens with supplies, monitoring automatic soap and sanitizer dispensers, and managing supply inventory
 - Seasonal maintenance; draining hoses, snow staking, storage of outdoor furniture/umbrellas
 - Changing light bulbs
 - Managing thermostat settings
- Works to make the building free from health hazards and in compliance with access, health and safety rules and regulations.
- Additional tasks, as needed, including:
 - Event set-up and break down, including moving furniture and setting up chairs
 - Assembly of library furniture and equipment
 - Moving books, furniture and equipment

Qualifications

Experience in the building trades, facilities maintenance or similar. Ability to work and interact with individuals and groups of various abilities, cultures, backgrounds, and identities with courtesy and professionalism.

High School degree and/or vocational training, or any equivalent combination of training and experience which provides the following knowledge, skills, and abilities:

- Knowledge of, or willingness to learn, the operations of a historic (circa 1890's) building
- Knowledge of the methods, practices, tools and materials used in general maintenance and repair work
- Knowledge of occupational hazards and safety precautions
- Ability to prepare accurate reports of maintenance and repair needs and activities
- Skill in the use of tools and equipment necessary for maintenance and small repair work

Compensation commensurate with qualifications and experience.

To apply, please email a letter outlining your interest in the position and highlighting your qualifications, along with a current resume to WFL Executive Director, Molly Akin librarydirectorwfl@gmail.com.

References and background checks will be required for finalist candidates.