

# Harvard Diggins Library

## Building Custodian

The Harvard Diggins Library has an opening for a Building Custodian. Applications are now being accepted and are available at the Circulation Desk or on the Library's website, [www.harvard-diggins.org](http://www.harvard-diggins.org) under the 'About Us' tab. Position responsibilities are outlined below. For additional information, contact Karen Sutura, Library Director, at 815-943-4671 or by email to [posnhdpl@harvard-diggins.org](mailto:posnhdpl@harvard-diggins.org).

### Building Custodian Objectives

Under the guidance of the Library Director, performs duties to maintain the library building and grounds in clean, orderly, and functional condition.

### Hours

8-10 hours per week. Schedule is flexible and varies depending on time of year and duties required. Additional hours may be required as needed. Salary is \$15/hour.

### Building Custodian Duties

Duties include:

- Performs minor carpentry, painting, electrical and plumbing maintenance work.
- Completes light cleaning tasks such as washing windows and vacuuming.
- Clears snow and ice from entrances and walkways.
- Waters planters and other landscaping regularly.
- Empties exterior trash bins regularly.
- Follows all applicable safety rules and procedures.
- Responds to emergency situations, such as power failure, plumbing, heating or vandalism.
- Oversees the maintenance and repair of mechanical equipment.
- Performs work according to standard procedure and by building's operational schedule.
- Performs other duties as required to maintain the Library building, equipment, and grounds in clean, orderly, and working condition.

### Desired Knowledge, Skills and Abilities

The skills and knowledge required for this position is generally obtained with previous experience in building maintenance work. Ability to apply common sense understanding to carry out oral and written instructions. Must be able to lift and carry objects weighing up to 50 pounds. Possess a basic working knowledge of HVAC, electrical, and plumbing systems. Ability to work occasionally in poor weather conditions, including heat, cold, rain or snow.

815-943-4671 [www.harvard-diggins.org](http://www.harvard-diggins.org)