

## **Property Maintenance Helper - Hourly Non-scheduled**

Reports to: Director

Avg. 4 hours per week, dependent on season and work needed

### Major Duties:

This position may perform unskilled manual work in performing a variety of tasks connected with the operation and maintenance of the building(s) and property.

#### Property Maintenance:

- Weed whack front and stone retention ponds
- Weed and mulch flower gardens in spring/as needed
- Cut brush back on walking trails as needed
- Move picnic tables out in spring and store in fall
- Put tent up and down, as needed

#### Facility Maintenance:

- Replace HVAC filters
- Minor carpentry and plumbing repairs
- Add salt to water system quarterly
- Clean windows outside
- Wash building and shed siding once per year/as needed
- Clean dome lights and replace light bulbs
- Paint touch up as necessary

Other duties as assigned by the Library Director

Meeting Obligations: Only when required by the Director