

Maintenance Helper fill-in Job Description

We are looking for a Maintenance Helper to work at the Hackley Public Library and Torrent House, Muskegon, MI for a part-time/fill-in basis. As a Maintenance Helper, you are responsible for the day-to-day activities to maintain the building and grounds at the Hackley Public Library and Torrent House. While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle or feel; and reach with hands and arms and lift and/or move up to 50 pounds. The employee is occasionally required to stand; sit; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The work will include indoor/outdoor and therefore subject to weather conditions.

Job Details/Essential Job Functions:

- Must be available M-F, 6 am- 2:30 pm.
- Open both facilities in the morning, disarming the alarms, draining boiler relief valves, (winter only), and turning on a few lights.
- Cut lawn using hand, power or riding equipment; trim and edge around walks, flowerbeds, walls, etc.
- Maintain grass, flowers and shrubs.
- Remove snow and ice from walkways and steps; may rake leaves, clean and sweep litter.
- Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
- Perform minor building maintenance, replace light bulb(s), sweeping, mopping etc.
- Move books, totes and supplies.

The ideal candidate will have the following qualifications:

- High School Diploma or educational equivalent.
- Valid Driver's License, required.
- Maintenance, snow clearing and lawn care experience is highly desired.
- Be able to pass criminal background, drug/alcohol screen (including medical and recreational marijuana as well as CBD oil), and employment testing.
- Local to the Muskegon, MI area.

If interested, please contact Kimberly Dershem: kdershem@hackleylibrary.org