



## CITY OF WALTHAM MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451

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Kristin Murphy  
Human Resources Director  
Workers' Compensation Agent

### **Building Maintenance Person Waltham Public Library City of Waltham**

**Responsibilities:** The purpose of this position is to maintain the cleanliness, appearance and overall condition of the assigned building and its grounds. This includes following the direction of supervisors to coordinate work with other Building Maintenance Persons, in order to complete projects and requirements while using proper work methods and the economical use of necessary stocks of supplies and materials. A Building Maintenance Person is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Most information is subject to public disclosure and must be appropriately presented. Grounds: The Building Maintenance Person shall be in charge of the grounds about the buildings, keep the paths and lawns in good order, clear sufficient paths to the street in winter and keep the steps entirely clear of snow and ice. Heating and Ventilation: Building Maintenance Person shall take care of all heating and ventilation apparatus, and see that the rooms are heated during hours of operation. They shall see that abundant fresh, warm air is supplied and that so far as possible an even temperature is maintained. If at any time a Building Maintenance Person is unable to warm any portion of the building under his charge, after a thorough trial, he shall report the fact to the appropriate supervisor. Automatic Sprinkler System: Where the Library has an automatic sprinkler, the Building Maintenance Person shall make a daily inspection to make sure that the system is in proper order. Any abnormal condition shall be reported immediately to the Library Director or appropriate supervisor and the Chief of the Fire Department. Sanitary and Bowls: Building Maintenance Person shall keep sanitary and bowls clean and in order, washing daily to keep them free from all odors. During very cold weather, extra care must be taken to prevent these and all other plumbing in building from freezing. Waste paper and combustibles: All waste material must be collected daily, placed in the receptacle provided for that purpose in the basement and disposed of so that it shall not accumulate. Basements: Basements shall be kept clean and in good order. No rubbish shall be allowed to collect in them. Sweeping and Cleaning: The Building Maintenance person shall sweep the corridors, entries and stairways and outside steps. The Building Maintenance Person in each building shall have the premises ready at all times for inspection by the Waltham Fire Department. Civility and Responsibility: At all times the Building Maintenance Persons are expected to be kind and courteous to all Library staff and visitors; to comply willingly and with requests from the library staff which concern the care of the library and all that is in it. They are also held responsible for the economical use of Building Maintenance supplies and the proper care and protection of public property; pictures of instruction or of decoration. They shall not allow any unauthorized person in the building when the library is not in operation. Replace light bulbs as required. Perform other duties as requested by the Senior Custodian, Library Director, Assistant Library Director or any other appropriate supervisory personnel. (The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.) Complies with the following statement from the Civil Service Municlass manual: 1642B Performs similar or related work as required, directed or as situation dictates. This is a civil service position. Full job description available through Human Resources.

**Qualifications:** High School diploma or equivalent, one-year related maintenance experience to become proficient in procedures and equipment operation, dependable work history required; or any equivalent combination of education and experience. Must possess a current valid Massachusetts motor vehicle operator's license. Good driving history. Must maintain a current knowledge of standards, methods, practices, tools and equipment in the areas of assigned responsibility. Must successfully pass a Criminal Offenders Record Information (CORI), background check and pre-employment physical with drug, alcohol and lift test.

**Salary: \$23.48 hr. Excellent benefits Hours: Sunday 8:30 a.m.-5:30 p.m. Monday-Thursday 1 p.m.-9:30 p.m.**

**Deadline: open until filled**

**Qualified candidates should submit a City of Waltham application, cover letter and resume to:**

City of Waltham/Human Resources Dept.

119 School St/Waltham, MA. 02451

781-314-3355/Fax 781-314-3358

Req. # 2022-101/[jobs@city.waltham.ma.us](mailto:jobs@city.waltham.ma.us)

Applicant selected must submit three (3) written and signed letters of recommendation within one week of accepting any offer. Letters may not be dated any older than two years and may not be from relatives. Emails are acceptable providing they come directly from the author's email.