

POSITION AVAILABLE  
MAINTENANCE WORKER

37.5 hours per week, \$10.00/hr

Includes health benefits (employee only), sick and vacation time, 4 personal days annually  
Union position.

Responsibilities include:

- Cleans building areas (offices, restrooms, floors, doors, windows, light fixtures, etc.) according to established schedule.
- Performs or arranges preventive or corrective maintenance on library building and equipment.
- Ability to perform basic carpentry and plumbing work
- Determines custodial supply needs and ordering of needed supplies
- Assists in moving furniture, boxes and assembling equipment
- Works with outside vendors to deal with building/equipment issues.
- Oversees upkeep of lawns, trees, shrubs, parking areas
- Oversee seasonal/senior employment/volunteers

Requirements: High school diploma or equivalent, valid driver's license, experience in building maintenance.

Apply in writing or by email to Sandra Collins, Director, [scollins@ncdlc.org](mailto:scollins@ncdlc.org), obtain employment application at Circulation Service Desk, or mail to:

Maintenance Position  
New Castle Public Library  
207 E. North St.  
New Castle PA 16101