

<b>Job Title:</b>	Maintenance Assistant		4/20/2017
<b>Department/Group:</b>	IT/ Operations		
<b>Location:</b>	Woodland Park/ Florissant	<b>Travel Required:</b>	Between locations
<b>Level/Salary Range:</b>	\$12.00/ hour	<b>Position Type:</b>	Hourly/ Part time

#### **Job Description**

##### **ROLE AND RESPONSIBILITIES**

The primary role of this job is to provide part time support for maintenance at the Woodland Park and Florissant locations within the Rampart Library District. Primary duties include:

- Replacing of light bulbs in locations up to 25 feet high
- Painting
- Drywall repair of holes, dings, etc.
- Assembly and moving of shelves
- Replace exterior stonework as needed
- Moving furniture and equipment
- Disposal of old equipment
- Light electrical work such as switches and plugs
- Cleaning of equipment
- Assist with building/ equipment repairs
- Cleaning of carpets
- Minor carpentry and plumbing
- Other duties as assigned

##### **Hours**

Mostly Mondays and Tuesdays, up to 8 hours those days. Rarely to exceed 16 hours per week. Some weeks job load will be less.

##### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Ability to lift 50 lbs. and work indoors/ outdoors often on ladders. Some electrical knowledge and experience preferred. Ability to self-motivate and work without supervision. Must be able to travel between locations as needed. Experience with hand and power tools. Ability to problem solve and identify maintenance issues.

Professional demeanor is expected at all times.