



**Wayne County Public Library
Rittman Branch**

Position Opening

Title: Maintenance Worker (part-time)

Date Posted: July 17, 2024

Job Responsibilities: The Maintenance worker is responsible for assisting with the maintenance and repair of library facilities and equipment. This position is based out of the Rittman Branch but supports maintenance duties for all branches of the Wayne County Public Library.

Qualifications: High school diploma or equivalent. Maintenance experience preferred. Able to walk, stand, crawl, climb, carry, and push. Must be able to lift up to 75 lbs. Valid Ohio Driver's license and acceptable driving record required.

Work Hours: Part-time, 20 hours per week (Wednesday 11-3p, Thursday 7-3p, Friday 7-3p)

Knowledge of: Knowledge and experience in safely operating hand and power tools (i.e., lawnmower, weed trimmer, leaf blower, drills, grinder, ladder, saw, etc.); able to safely work on lights, switches, outlets; able to repair or replace clogged toilet, sink, and drinking fountain; basic knowledge of wood working and furniture repair; experience with shrubbery pruning, lawn care, and snow/ice removal.

Skills and Abilities: Presents positive and professional image to the public; interacts and responds appropriately to patrons and staff; develops and maintains effective working relationships with supervisor and staff; communicates effectively in written and oral form; maintains confidentiality.

Pay rate for this position corresponds to qualifications and experience starting at **\$14.95 per hour**

Application Procedure: Applications may be obtained at any of our locations or online at www.wcpl.info. Completed library application forms and resumes may be emailed to: jobs@wcpl.info or mailed to:

Wayne County Public Library
304 N. Market
Wooster, OH 44691.
Attn: Human Resources

Deadline: Applications accepted until the position is filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry.

