

Moultonborough Public Library
4 Holland Street
Moultonborough, NH 03254

Contract Posting

Library Maintenance Person

We are looking for a skilled, independent **Maintenance Contractor** to perform upkeep tasks such as repairs and maintenance. You will be responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional. The hours vary per week based on the work.

Being reliable with a keen eye for detail is the first step to getting this job. The ideal candidate will have experience and solid technical knowledge. Someone with previously licensed skills (electrical, plumbing, etc.) would be an additional asset.

Responsibilities

- Perform minor fixes such as repairing broken locks, filling gaps on walls, etc.
- Check control panels and electrical wiring to identify issues
- Install appliances and equipment when needed
- Do garden/yard upkeep such as light pruning, and keeping grounds neat and clean.
- Collect trash and recycled items and bring to transfer station
- Conduct maintenance tasks such as replacing light bulbs, changing filters, etc.
- Inspect and troubleshoot equipment and systems (e.g. ventilation)
- Check functionality of safety systems (e.g. fire alarm)
- Liaison with licensed professionals when needed
- Collaborate and work with Library Director on issues and projects

Requirements

- Proven experience with building maintenance
- Basic knowledge of HVAC, plumbing and electrical systems
- Experience using hand and electrical tools
- Ability to read technical manuals and drawings
- Very good communication and interpersonal skills
- Physical stamina and dexterity
- High school diploma or equivalent

A Certificate of General Liability Insurance of \$1,000,000 per occurrence and \$2,000,000 in the aggregate must be provided upon hire. The contractor will also provide a monthly invoice of hours and work done and will be paid on a monthly basis.

If interested, please submit letter of interest, a completed [Town Application for Employment Form](#) and Certificates of Insurance and Worker's Compensation to Deb Hoadley, Library Director, P.O. Box 150, Moultonborough, NH 03254 or email director@moultonboroughlibrary.org with Subject line: Maintenance Contractor

This will remain open until filled. Moultonborough Public Library is an equal opportunity employer.
Date of Notice: 3/23/2021