



## **General Maintenance Worker**

**Position Description:** To perform general maintenance, repairs, and landscaping for facilities, equipment, and grounds of 660 Spring Street, Friday Harbor, WA, including plumbing, electrical, basic carpentry, heating and cooling, and other building and grounds systems. Duties and hours may vary seasonally.

### **Responsibilities and Expectations:**

- Works under general supervision of Library Director
- Performs rotating inspections of all buildings and grounds for repair issues and security
- Troubleshoots issues to determine necessary repairs
- Performs general repairs that do not require a specialized technician
- Performs routine maintenance on building systems
- Cleans and assists with upkeep of the facilities
- Orders or purchases supplies and materials needed for repairs and maintenance
- Maintains appearance of gardens, lawns, and foliage
- Clears walkways as needed
- Performs other related duties as assigned

### **Required Skills/Abilities:**

- Ability to use hand tools and power tools
- Knowledge of general carpentry and repair
- Excellent organizational and time management skills
- Strong self-starter and ability to work alone effectively

### **Education and Experience:**

- High school diploma or equivalent required
- Related experience preferred

### **Physical Requirements:**

- Prolonged periods of standing, walking, pushing, and bending.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

**Hours:** 15 hours per week

**Pay Rate:** Wage range is \$30.78 to \$37.42 per hour; eligible for COLA increases approved by library board of trustees

**Benefits:** Receives prorated vacation, sick and holiday leaves. No health insurance or PERS retirement benefit included

**Note:** Position is expected to last for one to three years

**Position will remain open until filled.**