



## **JOB POSTING #13-22**

**Title:** Building Maintenance Worker

**Location:** Burlington County Library & Branches

**Salary:** \$31,832

**Open:** 6/22/2022

### **DESCRIPTION**

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The Burlington County Library seeks a Building Maintenance Worker to help manage building, facility and operational needs. The ideal candidate will have organizational and time management skills to track, monitor and facilitate a multitude of facility and grounds tasks at the county library system while coordinating with the Burlington County Public Works team for guidance and assistance.

Examples of principal duties:

- Maintain the library building, grounds and public spaces so it is attractive, welcoming and in orderly condition.
- Assemble, set-up, break-down, move and repair varied items related to buildings, furnishings, supplies and equipment.
- Learn to utilize various types of electronic, computer and/or manual systems used by the branch, department or related units.
- Must be able to travel and work at other branch locations as needed.
- Provide delivery of library materials to locations throughout the county, on an as needed basis and as part of a team of drivers.
- Assist with shipping and receiving, unpack boxes and distribute items.
- Perform other duties as assigned.

### **REQUIREMENTS**

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- Must be able to lift a minimum of fifty (50) pounds.
- Must possess and maintain a valid NJ driver's license.
- Ability to lift and move moderately heavy objects.
- Ability to understand, remember and carry out oral and written directions.
- Ability to follow safety precautions and to report potentially hazardous conditions.
- Ability to work effectively with others, demonstrating both internal and external customer service skills.
- Ability to keep simple records.

### **SCHEDULE**

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Full time, 37.5 hours; Monday-Friday daytime hours with occasional weekends or evenings as needed.

### **WE OFFER**

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Medical, dental, prescription coverage, eyeglass plan, retirement program, group life insurance, deferred compensation, credit union, paid sick, vacation, personal and holiday leave.

Submit a resume and cover letter including **Job #13-22 by July 15, 2022** to [jobs@bcls.lib.nj.us](mailto:jobs@bcls.lib.nj.us)

*The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.*