

THE SMITHTOWN LIBRARY

NOTICE OF AVAILABLE POSITION

- Date Posted:** December 14, 2020
- Position:** **Groundskeeper I – Part-Time**
(17.5 hours per week)
may include days, evenings and/or Saturdays, and will include periodic shifts between all Library buildings.
- Description of Duties:** Under the supervision of the Library Director, Assistant Director and/or Building Heads, performs a variety of light and heavy manual laboring tasks in the maintenance of Library grounds. Maintains library grounds at all four library buildings using hand tools, power tools and lawn mower; cuts lawns; keeps lawns and flowerbeds free of weeds; cultivates, prunes, sprays and trims trees, shrubbery, hedges, and perennial and annual plantings; prepares trees, shrubs and plantings for winter months and adverse weather conditions; rakes fallen leaves; plants and transplants trees, shrubs and plantings as directed by a supervisor. Checks working condition of equipment related to job duties, gives routine service and maintenance; reports issues to supervisor. Removes snow; salts and sands driveways and sidewalks and performs custodial tasks during winter months. Does related work as required.
- Minimum qualification:** Must possess and maintain a valid license to operate a motor vehicle in New York State.
- Salary:** Entry level salary for the year 2020 is \$17.00 per hour.
- Contact:** If interested in applying for this position, please **email** a letter of application, your résumé and the shift availability chart to smithjob@smithlib.org no later than seven business days from the date of this posting.

Please type Groundskeeper I PT and your last name in the subject line of the email.

**THE DECISION OF THE LIBRARY DIRECTOR,
SUBJECT TO APPROVAL OF THE LIBRARY BOARD
OF TRUSTEES, WILL BE FINAL.**

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Applicant Shift Availability Chart

Please denote which shifts you are available to work on a consistent basis.

Applicant Name _____ Date _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30am-2:30pm						X	X
2pm-6pm						X	X
5pm-9pm						X	X
9am-1pm	X	X	X	X	X		X
1pm-5pm	X	X	X	X	X		

Remarks: