

**WOODSTOCK PUBLIC LIBRARY
INTERNAL/EXTERNAL JOB POSTING 2025-06**

**Library Facilities Maintenance
Full-time (Permanent)**

JOB TITLE: Library Facilities Maintenance

REPORTS TO: Manager of Library Facilities

HOURS OF WORK: Forty (40) hours per week.
Schedule is subject to change and is not negotiable.
May include evenings, Saturdays, and Sundays.

PAY LEVEL: 3

NATURE OF POSITION:

Reporting to the Manager of Facilities, Library Facilities Maintenance is responsible for the general cleaning and maintenance of the Library property.

QUALIFICATIONS:

1. Secondary School Diploma.
2. Knowledge and experience with building systems including mechanical, electrical, plumbing, HVAC, life safety, security, access control and video surveillance systems.
3. Knowledge and experience with grounds-keeping, landscaping, and cleaning.
4. Hands on experience with general building repairs.
5. Experience with health and safety protocols and processes.
6. Knowledge of Occupational Health and Safety Act, Workplace Hazardous Materials Information System (WHMIS), and first aid and CPR training.
7. Computer literate and familiarity with Microsoft Office Suite or productivity tools.

DUTIES AND RESPONSIBILITIES:

1. Performs general cleaning duties in and on the Library property including:
 - a) dusting throughout the building,
 - b) cleaning equipment and furniture surfaces,
 - c) cleaning floors,
 - d) washing windows,
 - e) cleaning washrooms, offices, program spaces, and common areas,
 - f) collecting and disposing of garbage.
2. Performs general maintenance duties on the Library property as requested including:
 - a) organizes and maintains equipment and tools,
 - b) grounds maintenance,
 - c) sweeps or shovels snow from surrounding sidewalks,

- d) performs other odd jobs including but not limited to:
 - i. changing light bulbs,
 - ii. touch up painting,
 - iii. running errands,
 - iv. basic plumbing and handyman repairs,
 - v. minor repairs to building and equipment,
 - vi. builds shelves, cabinets, etc.,
 - vii. installs, changes and/or moves office/library equipment such as bulletin boards, shelving, etc.,
 - e) monitors heating and cooling system.
3. Responds to individual department requests:
- a) moves furniture and equipment,
 - b) assists with set up/take down of meeting rooms and event spaces.
4. Performs other building related duties such as:
- a) unlocks and secures building as required,
 - b) escorts various service personnel to required areas.
5. Performs the work of the Cleaner in their absence.
6. Works with minimal supervision.
7. Performs other related duties as assigned.

WORKING CONDITIONS:

Usual custodial conditions including frequent exposure to dust, cleaning compounds, and outdoor weather conditions. Physical effort required including use of heavy tools and handling of heavy materials in excess of 22 pounds and pushing or holding large equipment. Hours of work may include evenings and weekends as required

SALARY RATE AND RANGE: \$23.54/hr to \$27.37/hr (2025 rates)

APPLICATION DEADLINE: 4:00 pm, Tuesday, June 10, 2025

This is a bargaining unit position CUPE Local 1146 - Library Unit. Library Unit employees will first be given consideration for this vacancy followed by other applicants.

Interested persons are requested to submit a cover letter and resume to:

Lori Peixoto
Administrative Assistant
Woodstock Public Library
445 Hunter Street
Woodstock ON N4S 4G7
lpeixoto@mywpl.ca

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

The Woodstock Public Library Board is an Equal Employment Opportunity Employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.