



2112 East St. Galway, N.Y. 12074  
518-882-6385

Galway Public Library  
2112 East St.  
Galway N.Y. 12074  
518-882-6385  
[www.galwaypubliclibrary.org](http://www.galwaypubliclibrary.org)

## Galway Public Library is looking for a **Part-Time Property Maintenance Helper**

**Job Description:** This position performs manual work on a variety of tasks connected to the basic maintenance of the library property and building as needed, including but not limited to, garden maintenance, minor repairs and upkeep, and cleaning projects. Worker reports to the Director, but works independently. This part-time position is flexible in hours and work per week will vary, depending on current needs. Estimate is an average of 4 hours per week, with more time spent in the spring and summer seasons than during the colder season. Rate \$15.44/hr.

**Required Knowledge, Skills, & Abilities Needed:** Working knowledge of practices, tools, and materials used in minor maintenance and repair of buildings and equipment; knowledge of gardening/plants and grounds maintenance; working knowledge of occupational hazards and safety precautions; mechanical aptitude; industrious; dependable; manual dexterity; physical condition to perform manual tasks. HVAC experience a plus, but not required.

**Minimum Qualifications:** Possession of a high school or equivalency diploma and experience in a manual labor field.

Interested applicants should submit an employment record and references to Deb Flint, Director at the Library, via email to [gal-director@sals.edu](mailto:gal-director@sals.edu), or mail to PO Box 207, Galway, NY 12074. If you have any questions, please call 518-882-6385 for more information.