



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

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**July 23, 2025**

**Job # 2025-29**

## **PLEASE POST ANTICIPATED OPENING**

### **POSITION:**

**Custodian**

Haverhill Public Library

### **HOURS OF WORK:**

**40 Hours per week**

Possibility of overtime hours when needed (cleared through Director), Monday-Thursday shifts afternoon/evening, most likely 12:30-9pm, Saturday shift 8-4:30pm, some negotiation is possible on these hours.

### **SALARY:**

**\$936.10 - \$1,063.51 per week**

(According to the Library Group contractual salary schedule)

### **GENERAL DUTIES:**

Responsible for some routine, as well as other custodial needs as they arise during the hours the library is open; also special projects as assigned and as on-call help in the event of emergency. Daily responsibility for the condition of the grounds surrounding the library building, including – but not limited to – lawns, plantings, shrubs, trash removal, sweeping, snow removal, etc. Daily responsibility for general tidiness of building including cleaning bathrooms, dusting, vacuuming, paper product restocking, and other general custodial tasks.

Helps to work with outside vendors/workers on building related projects. Works with Director to schedule regular maintenance and inspections.

Brings attention to building needs; informs Director of products, services, problems; advises Director on building requirements as needed.

Assists in general building safety and security.

Coordinates with relevant city departments when necessary. This custodian will work an afternoon/evening shift, overlapping with the day custodian for a few hours each day.

The duties listed above are intended only as illustrations of the various types of work that the Library Assistant will perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **SUPERVISION RECEIVED:**

Reports to Director and Day Custodian.

### **SUPERVISION EXERCISED:**

May direct/train outside cleaners, assists outside workers in identifying problems.

Address: 4 Summer Street Haverhill, MA 01830    Webpage: [www.cityofhaverhill.com](http://www.cityofhaverhill.com)



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## QUALIFICATIONS NEEDED:

High school diploma. Reliable, flexible, self-motivated individual able to work alone and take responsibility for work; able to respond positively to requests for assistance from a variety of individuals "in charge" at any given time; experience and ability to operate equipment (mowers, snow plows, vacuums, etc.)

## PHYSICAL REQUIREMENTS:

Must be able to do heavy lifting (at least 80 pounds), carrying, pushing, pulling, climbing ladders, etc. Ability to maneuver around and under furniture and to access ceiling fixtures. This job requires physical work every day.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

**CLOSING DATE: MONDAY AUGUST 4, 2025**

**APPLICATION IS AVAILABLE ONLINE AT:**

**[www.cityofhaverhill.com/departments/human\\_resources/job\\_opportunities.php](http://www.cityofhaverhill.com/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT [HRD@CITYOFHAVERHILL.COM](mailto:HRD@CITYOFHAVERHILL.COM)**

**[PLEASE REFERENCE JOB # 2025-29](#)**

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