

The Smithtown Library

NOTICE OF AVAILABLE POSITION

- Date Posted:** January 30, 2026
- Position:** **Groundskeeper I – Part-Time**
17.5 hours per week – may work up to 25 hours per week when needed.
May include days, evenings, and/or Saturdays.
- Description of Duties:** Under the supervision of the Library Director, Assistant Directors, Building Heads, and full-time Groundskeeper, performs a variety of light and heavy manual laboring tasks in the maintenance of the grounds at all four Library properties.
- Uses, operates and maintains hand tools, power tools as well as lawn and garden equipment. 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. Removes snow; salts and sands driveways and sidewalks and performs custodial tasks during winter months. Does related work as required.
- Physical condition is commensurate with the demands of the position.
- Minimum qualification:** Must possess and maintain a valid license to operate a motor vehicle in New York State.
- Salary:** Entry level salary is \$19.33 per hour.
- To Apply:** Email résumé (cover letter included) and 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: