

# 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](mailto: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: