

JOB POSTING

FACILITIES TECHNICIAN



HOURS: Part-Time, Non-Exempt, 21 hours/week, includes early morning (7:00 AM – 10:00 AM) and regular weekend shifts

STARTING WAGE: \$16.35/hour, commensurate with experience

BENEFITS: Pro-rated vacation, holiday, and sick time; Employee Assistance Program

WHAT WE ARE LOOKING FOR:

We are looking for a detail-oriented candidate to join the library's in-house facility crew. The ideal candidate will have previous experience in custodial work or light maintenance duties and can demonstrate reliability and consistency.

OUR LIBRARY & COMMUNITY:

Plymouth District Library is located in busy downtown Plymouth, MI, midway between Detroit and Ann Arbor. We serve the Plymouth Community which is comprised of 36,650 residents living in the City of Plymouth and the Charter Township of Plymouth, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

The library serves as a significant community hub and maintains strong partnerships with local and regional community groups, governments, schools, businesses, and cultural organizations. Plymouth's rich history has included the library for nearly 100 years. Strong community support has resulted in a dedicated perpetual millage, a robust Friends organization, and more than 100 adult volunteers. Pre-pandemic, over a 1,000 visitors a day used the library to participate in programs, use our meeting and study rooms, borrow materials, use technology, and connect with others.

The library contributes significantly to the high quality of life available in the Plymouth community. Our sense of community is created by beautiful neighborhoods, spacious parks, robust sport, education system, cultural and arts organizations, and dedicated community service organizations. Our vibrant, walkable downtown is full of unique shops, restaurants, entertainment and recreational options, all surrounding Kellogg Park as the centerpiece and host of year-round events. The library is just steps from all of this in our central downtown location and plays an active role in community events.

Plymouth District Library is an equal opportunity employer. We seek to represent and reflect our community in all that we do. Plymouth District Library does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, disability, religion, height, weight, or veteran status.

TO APPLY:

Send a copy of the attached application to Plymouth District Library c/o Kwamsia Seals or via email at humanresources@plymouthlibrary.org. Applications due Monday, May 2 at 4pm.

JOB DESCRIPTION

FACILITIES TECHNICIAN

JOB SUMMARY:

Under the direction of the Facility Supervisor, the Facility Technician will maintain a high level of cleanliness for Plymouth District Library and participate in light maintenance and grounds-keeping duties. This position requires reliable attendance before library hours and on weekends.

JOB DUTIES:

An employee in this position may be called upon to do any or all of the following duties. These examples do not include all of the duties which the employee may be expected to perform.

- Performs routine custodial duties to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies
- Empties trash receptacles and bags trash for proper disposal
- Sets up, dismantles, and moves equipment, furniture, and supplies as needed
- Understands basic personal protective equipment (PPE) and its use
- Follows standard disinfection and decontamination procedures
- Performs light repairs and outdoor grounds work as needed
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels
- Ensures proper care in the use and maintenance of equipment and supplies
- Promotes continuous improvement of workplace safety and environmental practices

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

The recommendations below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or equivalent
- Valid Michigan Driver's License
- Ability to work independently after being given instructions
- Ability to collaborate cohesively as part of a team
- Ability to communicate effectively both verbally and in writing
- Demonstration of responsibility, reliability, organization, and problem-solving skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

While performing the duties of this job, the employee is regularly required to utilize a variety of tools including vacuums, screwdrivers, shovels, brooms and other tools requiring coordination, balance and clear sight. The employee is frequently required to work in areas that range from floor level to in-excess of eight feet. A ladder must be used on occasion to access light fixtures and other areas. The employee is required to communicate with others in person and on the telephone. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; high places; airborne particles; and outside weather conditions. The noise level in the work environment can range from quiet to very loud, depending on the location of work and task being performed.