



# Orion Township Public Library

**Position Available  
Maintenance Assistant  
Orion Township Public Library**

**Position:** Maintenance Assistant  
Flexible hours from 20-28 hours a week including nights and weekends  
**Department:** Maintenance  
**Salary:** Starts at \$17.59/hour  
**Benefits:** Paid vacation and sick time

**Primary Job Duties:**

Performs a variety of maintenance tasks to ensure the cleanliness and orderliness of the library building and grounds.

**Required Qualifications:**

- Ability to perform daily cleaning and sanitizing of the library.
- Ability to set up and take down meeting room chairs and tables and other needs for patron groups.
- Ability to clear snow and ice from public sidewalks and ensure safety of library grounds.
- Ability to manage time and work on special projects as time allows.
- Ability to perform visual inspections of buildings, grounds, equipment, and facilities and report any issues to the Head of Maintenance.
- Ability to work independently and follow directions with minimal supervision.

**Physical Demands:**

While performing the duties of this job, the employee is required to utilize a variety of hand and power tools including brooms, shovels, wrenches and other tools requiring coordination, balance and clear sight. The employee is 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 tasks. The employee is frequently required to move equipment and furniture of moderate to heavy weight. The employee is occasionally exposed to wet conditions as well as 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.

**Dates:** Applications will be accepted until the position is filled

**Apply :** Please submit an application, cover letter, and resume. Link to apply is available at: <https://orionlibrary.org/library-employment/>.

This is an at-will position.

*Orion Township Public Library is an Equal Opportunity Employer.*