



HUMAN RESOURCES DEPARTMENT

ANNOUNCEMENT OF VACANCY

June 10th, 2026

POSITION: Building Skills Trade

AGENCY: Main Library

SALARY: \$48,579-\$49,494

For a complete description of Detroit Public Library, log on to www.detroitpubliclibrary.org.

APPLICATION INSTRUCTIONS – INTERNAL & EXTERNAL APPLICANTS

- *Submit completed resume with cover letter to halnajar@detroitpubliclibrary.org*

The Detroit Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

JOB DESCRIPTION

Library – Building Trades Worker - General

LIBRARY – BUILDING TRADES WORKER - GENERAL

Job Family:	Facilities Maintenance Group	FLSA Status:	Non-Exempt
Revised Date:	June 2026	Bargaining Unit:	UAW-STU

GENERAL PURPOSE: Under general supervision, performs a variety of activities and functions in relation to building maintenance and repair to interior and exterior buildings and structures for the Detroit Public Library (DPL).

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Library – Manager, Facilities Maintenance; and does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is first in a series of two in the Building Trades Worker job series. It is distinguished from the Building Trades Worker – Asbestos by the more general nature of the work performed. The Building Trades Worker – Asbestos would generally perform work in a specialized area of expertise requiring a Michigan State Asbestos' License. Both jobs in the series require incumbents to work independently and under their own initiatives with only general supervision.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides assistance in maintaining all Library owned buildings, facilities, and grounds by performing various electrical, plumbing, carpentry, masonry, painting, welding, and landscaping functions.
- Prepares surfaces and paints, stains, and plasters; sets up ladders, scaffolding, manlifts, and other equipment; applies paint and/or other materials to interiors and exteriors of buildings; stains and seals wooden doors and furniture; repairs damages walls and ceilings; and removes graffiti.
- Performs non-permit plumbing activities such as installing, replacing, or maintaining fixtures.
- Changes lights and ballasts; replaces electrical fixtures; troubleshoots electrical problems;
- Solders various fittings, welds cracked or broken parts and tests joints and pipe systems for leaks.
- Cleans and lubricates mechanical equipment in and around buildings as needed.
- Operates various hand tools, power tools, and equipment which includes saws, drills, sanders, and planers.
- Transports, assembles, and installs equipment, furniture, and shelving; moves furniture, and sets up displays.
- Operates snow plows and blowers during the winter; makes parts runs as directed.
- Participates in coordinating and implementing facilities remodeling and repair projects.
- May assist with the preparation and maintenance of a variety of maintenance records, reports, and documentation.
- Cleans equipment, shop area and work site area.

JOB DESCRIPTION

Library – Building Trades Worker - General

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides support to the Library – Manager, Facilities Maintenance on matters as directed; participates on a variety of committees as assigned; prepares and presents reports and other necessary correspondence; maintains awareness of new trends and developments in the fields related to area of assignment; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Library policies and procedures, rules and regulations.
- Ensures an environment of customer-responsive services, providing customer-responsive service and handling customer service issues.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED and two years experience involving general building construction repair and maintenance activities.

Required Licenses or Certifications:

- Must possess a valid State of Michigan Driver's License.

Required Knowledge of:

- Preventative and general maintenance.
- Facilities maintenance equipment, tools, materials, and supplies.
- General construction.
- Basic electrical, plumbing, carpentry, and HVAC systems and repairs.
- Safety practices common to the operation of maintenance equipment.
- Records and documentation relative to facilities maintenance.
- Other pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Public library operations, services, and policies.
- Customer service standards and procedures.

Required Skill in:

- Interacting with people of different social, economic and ethnic backgrounds.
- The use and care of hand tools and power equipment necessary to perform various building maintenance and repair tasks.
- Performing a variety of facilities maintenance functions within a large public library system.
- Promoting and enforcing safe work practices.
- Preparing and maintaining accurate maintenance records, reports, and documentation.
- Meeting deadlines and adapting to unexpected changes and interruptions in workflow and in individual assignments.
- Responding to inquiries in effective oral and written communications.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with Library and department staff, board members, outside agencies, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard library environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 50 pounds.