



EMPLOYMENT OPPORTUNITY

Bloomfield Township Public Library is seeking a professional and resourceful Maintenance Assistant to support the Library's custodial needs. Bloomfield Township Public Library is a Class 5 Library, with a service population of 44,253 people and has a \$10.9 million annual operating budget. There is strong community support for the Library and its collections, services and programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into library services. The successful candidate will have a strong commitment to providing quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Maintenance Assistant

DEPARTMENT: Facility Services, reporting to Department Head

HOURS:

Part-time, 20 hours weekly, flexible schedule required for daytime, afternoon/evening, and weekend shifts. Sunday paid at time and a half.

WAGE & BENEFITS:

\$21.35 to \$29.89 per hour. Pro-rated paid time-off benefits, i.e., sick, personal business, vacation, holiday, and emergency time. Term life and disability income insurance provided. Employee Assistance Program.

RESPONSIBILITIES:

DIRECT PUBLIC SERVICE:

- Provides positive, pleasant professional services to public in the building or on the grounds
- Cleaning and maintenance care of the facility and grounds
- Set up meeting rooms

INDIRECT PUBLIC SERVICE:

- Completes assignments and help requests
- Uses current technologies for communication
- Department services including facilities maintenance, grounds keeping, light electrical, plumbing and carpentry repair, painting, and office space cleaning
- Follows the direction of the department head
- Maintains knowledge of state-of-the art technologies and directions; follows instructions and reads service manuals for proper understanding and upkeep of equipment
- Assists in the development and implementation of library policies and procedures

DUTIES MAY INCLUDE:

- Check email and respond to help requests for repair work or general maintenance duties
- Clean study rooms, removing trash, vacuuming floor, cleaning surfaces
- Assist in event preparation including moving, and setting up tables and stacking and placing chairs
- Turn on audiovisual equipment and assist meeting room users
- Clean community room kitchen after events; clean refrigerator, sweep and mop floor
- Clean café tables, furniture, and service stand; sweep and mop floor
- Check and clean restrooms throughout shift, including replenishing paper products
- Clean all staff areas daily, wiping down fixtures, empty waste bins
- Clean sidewalks of snow and debris, remove weeds around property
- Clean outdoor terrace tables and seating, remove trash and remove weeds from pavers
- Remove paper waste recycling and put in dumpster

- Pick up trash on grounds and in parking lot
- Remove trash from building and staff area
- Dust furniture, fixtures, and equipment in public areas, remove cobwebs
- Clean interior windows and glass, including entranceway and exit door glass
- Vacuum work areas, meeting rooms, study rooms, and staff areas
- Replace lighting and repair lamps in ceiling fixtures
- Prepare and paint walls

REQUIREMENTS:

MINIMUM:

- High school diploma
- Experience working with cleaning materials and equipment.
- Strong attention to detail
- Dependable and flexible work habits.
- Able to lift, push and/or pull at least 75 pounds, ability to visually review materials and discern vocal and audible tones with or without reasonable accommodation
- Reliable transportation and valid current driver license required (mileage for travel reimbursed)
- Desire to serve the public in a positive manner

DESIRABLE:

- Public library work experience
- Electrical, carpentry, plumbing skills and experience

APPLICATION: Due Monday, September 22. Start date: late December

MUST INCLUDE:

- Resume
- Cover letter
- Completed library online application form at <https://bloomfieldtp.bamboohr.com/careers/53>

To apply, go to our website: <https://btpl.org/employment/>

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800
Fax: 248-642-4175
Email: careers@btpl.org

*We spark curiosity and imagination by connecting the community to resources, technology, and support.
For more information about the Library, visit our website: www.btpl.org*

Bloomfield Township Public Library provides equal employment opportunities to qualified persons without regard to race, color, sex, sexual orientation, religion, national origin, political views, age, disability, marital status, height, weight, or any other prohibited basis.