



HUMAN RESOURCES DEPARTMENT

ANNOUNCEMENT OF VACANCY

June 10th, 2026

POSITION: Electrician
AGENCY: Facilities
SALARY: \$65,008-\$75,375

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

APPLICATION INSTRUCTIONS –INTERNAL AND EXTERNAL APPLICANTS

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

APPLICATIONS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE BY 4:00 p.m., June 24th, 2026

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.

See below for job specification for essential functions and qualifications

LIBRARY – ELECTRICIAN

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

GENERAL PURPOSE: Under general supervision, performs journey level repair, maintenance, and installation of electrical systems throughout buildings for the Detroit Public Library (DPL); installs electrical circuits, fixtures and equipment; installs and repairs lights, motors, transformers, and other connections; replaces faulty switches, sockets, plugs, fuses and wiring; connects circuits to fixtures and equipment; troubleshoots, repairs, and replaces controls and related equipment; tests electrical function; and maintains work records.

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 Electrician job series. It is distinguished from the Master Electrician by the more general and routine nature of the work performed. The Master Electrician would generally perform more complex electrical work requiring additional specialized expertise and/or take the lead role in projects requiring a State of Michigan Master Electrician's 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.*

- Installs electrical circuits, fixtures and equipment in accordance with all application codes.
- Installs and/or repairs lights, motors, transformers, and other electrical connections.
- Replaces faulty switches, sockets, plugs, fuses and wiring; measures, cuts, bends, and installs conduit and pulls wire.
- Drills holes, excavates trenches, and repairs light poles.
- Connects circuits to fixtures and equipment, installs switches, relays and circuit breakers.
- Troubleshoots repairs and replaces controls and related equipment associated with air conditioners, motors, ventilation equipment, boilers and fans.
- Observes and tests the functioning of circuits and equipment using standard testing equipment such as ammeters, ohmmeters, voltmeters, chart recorders and testing lamps.
- Maintains work records of materials used and time spent on jobs performed; ensures compliance with changing federal, state, and local codes, statutes and regulations.
- Assists with maintaining records and inventories of materials and supplies needed; performs other maintenance, building and equipment repair projects; and cleans equipment, shop area and work site area

JOB DESCRIPTION

Library – Electrician

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 valid Journeyman Electrician's License and five years experience that includes the completion of an apprenticeship in the installation, maintenance, and repair of electrical equipment and wiring; preferably for a large, multi-sited organization.

Required Licenses or Certifications:

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

Required Knowledge of:

- Electrical principles and practices.
- Applicable electrical codes, standards, and regulations.
- Application tools, equipment, and materials common to the electrical trade.
- Electrical application for high and low voltage electric systems.
- Preventative and general maintenance.
- Safety practices common to the electrical trade.
- Records and documentation relative to electrical maintenance and repair
- Available resources such as repair manuals, schematics, blue prints, and building codes.
- 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.
- Installation, repair and maintenance of all types of electrical system equipment and components.
- Estimating time and material requirements needed for work projects.
- The use and care of hand tools and power equipment necessary to perform trade work and other various building maintenance and repair tasks.
- Promoting and enforcing safe work practices.
- Working from aerial platforms, lifts, ladders, and in confined spaces.
- Preparing and maintaining accurate maintenance records, reports, and documentation.
- Reading a variety of resources used in repair and troubleshooting such as equipment manuals, repair manuals, schematics, blue prints and building codes.
- Meeting deadlines and adapting to unexpected changes and interruptions in workflow and in individual assignments.
- Responding to inquiries in effective oral and written communications.

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- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.

Required Skill in (Continued):

- 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.