



HUMAN RESOURCES DEPARTMENT

ANNOUNCEMENT OF VACANCY

June 10th, 2026

POSITION: Refrigeration Equipment Operator

AGENCY: Facilities

SALARY: \$57,995

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

JOB DESCRIPTION

Library – Refrigeration Equipment Operator – First Class



LIBRARY – REFRIGERATION EQUIPMENT OPERATOR - FIRST CLASS

Job Family:	Facilities Maintenance Group	FLSA Status:	Non-Exempt
Revised Date:	June 2026	Bargaining Unit:	International Union of Operating Engineers

GENERAL PURPOSE: Under general supervision, responsible for assisting in the operation, maintenance, and repair of refrigeration and mechanical equipment for the Detroit Public Library (DPL) in assigned location; ensures the safe operation of equipment on assigned schedules; operates and maintains mechanical, electrical, pneumatic, heating, and refrigeration and/or air conditioning systems.

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 Refrigeration Equipment Operator – First Class job series. It is distinguished from the Chief Refrigeration Equipment Operator – First Class by the more general and routine nature of the work performed. The Chief Refrigeration Equipment Operator – First Class would generally perform more complex refrigeration and mechanical work requiring additional specialized expertise and/or take the lead role in projects requiring a City of Detroit First Class Refrigeration Equipment Operator'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.*

- In area of assignment, regularly makes rounds and inspects the library buildings and monitors temperature levels; makes adjustments as necessary or requested.
- Starts, stops, and controls all equipment operated; checks all mechanical rooms and equipment for proper operation; checks belts, filters, bearings, temperatures, and pressure; balances, adjusts or replaces, and sets mechanical equipment and controls as necessary.
- Operates chilled water equipment when necessary such as pumps, towers, and water treatment systems; and tracks, records, and maintains data.
- Checks Trackit system, e-mail, and room reservation schedules for work orders and set ups; sets up and tears down stages, moves podiums, and moves/adds extension cords in preparation for various scheduled events and meetings.
- Assists any contractors and vendors with building issues, repairs, and projects.
- 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
- Assists management with special projects such as setting up for holidays, special events, concerts, and conferences.

JOB DESCRIPTION

Library – Refrigeration Equipment Operator – First Class

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Attends regularly scheduled staff and departmental meetings to discuss issues, problems, project planning and departmental goals and objectives.
- 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; attends and participates in trade group meetings; 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 First Class Refrigeration Operator's License and five years experience as an operator, two years of which must be at or above the required level of license, that includes performing a variety of maintenance, and repair of refrigeration and mechanical equipment; 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 City of Detroit First Class Refrigeration Operator's License.

Required Knowledge of:

- Applicable codes, standards, and regulations common to the trade.
- Tools, equipment, and materials common to the trade.
- Preventative and general maintenance.
- Safety practices common to the operation of maintenance equipment.
- Records and documentation relative to refrigeration 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 different people of social, economic, and ethnic backgrounds.
- Installation, repair, and maintenance of all refrigeration and other mechanical systems common to the trade.
- 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.
- 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.

JOB DESCRIPTION

Library – Refrigeration Equipment Operator – First Class

Required Skill in (Continued):

- Responding to inquiries and in effective oral and written communication.
- 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.