



## Wright Memorial *Public Library*

### **Job Posting**

**Facilities Technician** (Part-Time)

Hours: 20 hours/week

Starting wage of \$15.82 DOQ

#### **SUMMARY OF RESPONSIBILITIES**

The Facilities Technician is responsible for performing general building maintenance and upkeep on all library facilities, grounds and furnishings and providing a clean, pleasant, and safe environment for library customers and staff. Typical schedule is a Monday through Friday four-hour shift.

#### **JOB RESPONSIBILITIES**

- Performs basic and preventative building maintenance tasks and repairs (i.e. mechanical and electrical equipment, carpentry, painting, minor plumbing work)
- Monitors, troubleshoots and adjusts electrical, plumbing, and related systems.
- Assists with grounds keeping activities (light pruning, weeding, leaf clean up, and seasonal outdoor cleaning)
- Performs cleaning tasks not covered under cleaning contracts or as needed for urgent tasks.
- Assembles, maintains, and repairs library equipment such as furniture, shelving, and book trucks.

#### **QUALITIES OF THE IDEAL CANDIDATE**

- A high school diploma or GED
- One to two years maintenance experience and/or related technical training.
- Basic knowledge of building maintenance, repair methods, and practices (i.e., HVAC controls, carpentry, plumbing, electrical work, sump pump, drains, painting and other related areas; safety practices, cleaning methods, materials handling).
- Ability to use a wide variety of hand and power tools and to bend, stoop and climb ladders.

**TO APPLY** - Applications and resumes will be accepted through August 25, 2023 for preferred consideration. Full job description is available at [wrightlibrary.org/jobs](http://wrightlibrary.org/jobs). To apply, send completed [application](http://wrightlibrary.org/application) to [jobs@wrightlibrary.org](mailto:jobs@wrightlibrary.org). Wright Library is an Equal Opportunity Employer.