

POSITION: MAINTENANCE TECH

REVIEWED: 11/2/2020

GENERAL SUMMARY

Under the supervision of the Library Director, ensures that the building and grounds of the Salem-South Lyon District Library consistently enhance the delivery of library services by providing a safe, clean, comfortable, visually appealing environment for customers and employees. Strives to increase the useful life of the building and equipment.

ESSENTIAL FUNCTIONS

Must have a vast scope of building skills, such as carpentry, wood repair and general remodeling; variety of other specialty knowledge, including basic plumbing, appliance repair and electrical maintenance. Able to tackle a wide variety of fix-it projects. Follows a developed schedule for preventative maintenance for all aspects of the building.

This list is not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS

- Education/Experience: High School diploma or equivalent and two years related experience or training. Ability to read and interpret drawings and documents such as safety rules, library policies and procedures, biohazard handling procedures, and the library's emergency procedures.
- Knowledge of general mechanics, carpentry, electricity, and maintenance procedures as demonstrated through education and/or experience.
- Ability to communicate effectively with Library Director and coworkers.
- Excellent organizations skills that create the ability to prioritize tasks and work independently.
- Dependable and reliable work habits.
- Reliable transportation.

PHYSICAL REQUIREMENTS

The job of a maintenance technician is very physical, and there are as many indoor tasks as there are outdoor. This job is performed during traditional hours as well as after-hours.

WORKING CONDITIONS

Work is performed in all areas of the library, both inside and outside. Requires use of a variety of tools, equipment, and material. Heavy lifting up to 80 pounds. Must be able to stoop, bend, reach and climb. Work includes exposure to cleaning chemicals and paint vapors, and such.

THE SALEM-SOUTH LYON DISTRICT LIBRARY IS AN "AT WILL," EQUAL OPPORTUNITY EMPLOYER.