



## **EMPLOYMENT OPPORTUNITY**

The 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 44,000 people. There is strong community support for the Library and its collections, services and programs offered. The successful candidate will have a strong commitment to provide 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:**

Full-time, 37.5 hours weekly, flexible schedule required for daytime, afternoon/evening and weekend shifts.

**WAGE & BENEFITS:**

\$20.03-26.47 per hour. Benefits include sick, personal business, vacation, holiday and emergency time. Term life and disability income insurance, health insurance including dental and optical coverage, Defined contribution 401A Plan.

**RESPONSIBILITIES:**

**DIRECT PUBLIC SERVICE:**

- Provides positive, pleasant professional services to public in the building or on the grounds
- Meeting room set ups
- Cleaning and maintenance care of the facility and grounds

**INDIRECT PUBLIC SERVICE:**

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

**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 tables, seats, and counters
- Assist staff in preparation for events and meetings, 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; sweep and mop linoleum floor and clean refrigerator
- Clean café tables, furniture, and service stand; sweep and mop floor
- Clean sidewalks of snow and debris, remove weeds around property
- Pick up trash on grounds and in parking lot
- Clean outdoor terrace tables and seating, remove trash and remove weeds from paver bricks
- Remove discarded donated books and library material/office paper waste recycling and put in dumpster
- 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
- Floor care maintenance using commercial steam cleaners, extractors, buffers to seal and polish ceramic and slate floors
- Vacuum work areas, meeting rooms, study rooms, and staff areas
- Clean carpets and upholstery with commercial products and equipment
- Replenish restroom and lounge paper products throughout building
- Replace lighting and repair lamps in ceiling fixtures
- Prepare and paint walls
- Clean all staff areas daily, wiping down fixtures, empty waste bins
- Check and clean restrooms as needed throughout shift
- Open building in absence of supervisor, turning on lighting and equipment

**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
- Able to visually review materials and discern voice and audible tones.
- 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 Sunday, February 19

**YOUR APPLICATION MUST INCLUDE:**

- resume
- cover letter
- completed library application form

Careers  
 Bloomfield Township Public Library  
 1099 Lone Pine Road  
 Bloomfield Township, MI 48302  
 Email: [careers@btpl.org](mailto:careers@btpl.org)  
 Fax: (248) 258-2555

Applications can also be delivered to the Library in person.

*Bloomfield Township Public Library champions the power of words  
 to spark discovery and imagination.  
 For more information about the Library, visit our website: [www.btpl.org](http://www.btpl.org)*