



## **EMPLOYMENT OPPORTUNITY**

The Bloomfield Township Public Library is seeking a professional and resourceful Clerical Assistant to provide support to patrons at the Computer Help Desk. 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. Technology is integrated into Library services. 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 20

**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)*