



## Facilities Specialist Employment Opportunity

<b>POSITION:</b>	Facilities Specialist – Full-time
<b>FLSA STATUS:</b>	Non–Exempt
<b>REPORTS TO:</b>	Library Director
<b>HOURS:</b>	40 hours per week, including nights and weekends, on a flexible basis.
<b>PAY RATE:</b>	\$20 - \$22.50 based on experience
<b>BENEFITS:</b>	Includes paid time off such as vacation, sick, personal, and holidays. Health insurance, dental, and vision. Life and disability insurance. An employer 10% defined contribution retirement plan, 2% health care savings plan, other voluntary benefits, and Employee Assistance Program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitors and maintains facility components of structural, groundskeeping, janitorial, mechanical, utilities, and equipment; executes day-to-day support of building and staff needs
- Regularly inspects building for needed repairs and maintenance and reports the need for significant building equipment repair to the Library Director
- Oversees and coordinates work performed by outside contractors such as custodial, grounds maintenance, snow removal, insect control, and HVAC maintenance and repair
- Keeps records of regular and special maintenance of building and grounds
- Schedules routine testing of the alarm, sprinkler systems, and other systems in the Library
- Enforces the Library's Rules of Conduct; maintains security during open hours and for before/after hours events
- Facilitates set-up/take-down of meeting rooms and equipment for various in-house and public programs; maintains flexibility in work schedule to accommodate events held outside of regular Library hours
- Maintains cleanliness and performs minor repairs inside/outside the building; performs recycling, materials handling, and procurement as needed

### EDUCATION & EXPERIENCE:

- High School diploma or equivalent
- Two or more years of experience in building maintenance applications such as carpentry, plumbing, electrical, and mechanical preferred.
- Excellent customer service attitude
- Punctuality and dependability
- Ability to communicate effectively with staff and visitors of all ages
- Working knowledge of Google Drive, Gmail, and Google Calendar
- Evening and weekend hours on a flexible basis
- Experience/knowledge of the methods, materials, tools, and equipment used in all phases of building maintenance and cleaning
- Reliable transportation and a valid Michigan Driver's License
- Flexibility to be available for emergency call-outs during off-time
- Familiar with OSHA and ADA standards
- Ability to assume responsibility and work without direct supervision daily and for emergencies

**PHYSICAL DEMANDS:**

- Physical mobility, vision, hearing, and manual dexterity essential
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 100 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt
- Ability to work outdoors for prolonged amounts of time in all weather conditions; noisy and potentially hazardous environments with electricity, dust, debris, and chemicals
- Ability to climb ladder heights up to 35 feet and use indoor/outdoor power tools and equipment

**APPLICATION:**

- Resume, cover letter, and application required.
- Send to April Stevenson, Library Director
  - Email: [astevenson@whitelakelibrary.org](mailto:astevenson@whitelakelibrary.org)
  - Mail/In-person: White Lake Township Library  
11005 Elizabeth Lake Rd.  
White Lake, MI 48386

**DEADLINE:** Open until filled.

**White Lake Township Library reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position title as it deems necessary to meet the needs of the Library at any time with or without notice. This job description is not an exhaustive list of all duties, responsibilities, and qualifications; it is intended to describe the primary responsibilities and requirements of the position. The White Lake Township Library is an equal opportunity employer.**