



OTSEGO DISTRICT
PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • P (269)694-9690 • F (269) 694-9129

www.otsego.library.org

JOB DESCRIPTION: Library Maintenance

6 hours per week, \$14.50/hour

Posted Until Filled

Work can be completed during any library open hours / Schedule Flexible

Duties and Responsibilities:

- Maintenance (change light bulbs, ballasts, do minor repairs as needed)
- Recycling (break down boxes and paper to paper gator) ** This is a Library Janitor duty as well**
- Leaf blower and pressure washer at outside front entrance and staff back entrance seasonally
- Building furniture and other items that need to be assembled
- Light gardening duties
- Small painting projects
- Order some cleaning supplies, paper products, and salt for water softener
- Maintain Security camera system – dusting/cobweb removal
- Monitor building exterior for nature invasions and remove (ants/hornets nest/birds nests/spider webs)
- Monday nights come in and take trash bins to street
- Check mechanical equipment and report any defects to Director
- Annually clean out book drop hydraulics/underneath
- Any special building repair or maintenance projects from the Director
- Complete Annual Maintenance list from Director
- Complete Annual Roof inspection checklist
- Communicate with Director any other building maintenance needs or improvement ideas
- Other duties as assigned

Necessary skills and abilities:

- High school diploma required
- Ability to communicate clearly and concisely, both orally and in writing
- Maintains professional behavior appropriate to a public setting
- Maintains library confidentiality regarding patron records
- Working knowledge of electrical systems, security systems, building mechanicals, and lighting
- Ability to fix and maintain facility and mechanicals within facility
- Ability to perform repetitive tasks accurately and efficiently
- Ability to work independently and establish effective priorities
- Ability to lift, push, and pull heavy objects (50+ lbs), climb ladders, work at floor and ceiling level



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JOB POSTING: LIBRARY MAINTENANCE

Hourly: \$14.50 / hour

Vacation, Holiday, and Sick Pay as per the Otsego District Library Employee Handbook

POSITION POSTED UNTIL FILLED

Flexible Schedule *During Library Open Hours*

Part time - During Library Open Hours.

Please include your availability in your application packet.

This position is supervised by the Library Director & Assistant Library Director

Job Description found on back of page.

**Apply by Emailing Resume, Cover letter, and Application as a single PDF
to Andrea Estelle, Library Director at:**

aestelle@otsegolibrary.org

Employment Application is available on Library Website.

Please include your availability in your application packet.

Paper/late applications will not be accepted.

Thank you for your interest in employment at Otsego District Library!

Equal Opportunity Employer

The library is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Recruiting and hiring practices are based solely on job-related criteria. If you require assistance or special accommodations during any part of the application process, contact the Library Director at 269-694-9690.

The library employment environment typically requires extensive computer keyboard and mouse activity, in-person, electronic and telephone communication skills. The preparation, loading and carrying or moving of materials is commonly required for all ODPL positions. Reasonable accommodations are available for individuals with disabilities.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.