



Position: Facilities Assistant, Part-time

Job Duties:

- Reports to Library Director; works with Facilities team; assists library staff and patrons as needed
- Maintains facility components of structural, grounds keeping, janitorial, mechanical, utilities, and equipment; executes day-to-day support of building, program, and staff needs
- Enforces the Library's Rules of Conduct; maintains security during open hours and for before/after hours events
- Monitors all areas of building, grounds and equipment for security and potential safety issues
- 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 normal Library hours
- Maintains cleanliness and performs minor repairs inside/outside the building; performs recycling, materials handling, and procurement as needed

Job Requirements:

- High School diploma or equivalent
- Experience in building maintenance applications such as carpentry, plumbing, electrical, mechanical, etc.
- Excellent public service attitude
- Punctuality and dependability
- Ability to communicate effectively with staff and visitors of all ages
- Working knowledge of Microsoft Word, Excel, and Outlook
- 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
- Evening and weekend hours are required

Salary: \$12.73 per hour

Hours: 24 hours per week

- Sunday, 9 a.m. – 6 p.m.
- Tuesday, 5 – 9 p.m.
- Wednesday, 5 – 9 p.m.
- Thursday, 12:30 – 9 p.m.

Benefits: Time benefits (vacation, personal business and sick) based on a part-time employee formula.

Application:

- Resume, Cover Letter, and Application Required
- Available at <http://www.novilibrary.org/AboutUs/Employment.asp>
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Road
Novi, Michigan 48375
- E-mail: mdominick@novilibrary.org

Deadline: Monday, May 15, 2017, 5:00 p.m.