



Wright Memorial
Public Library

Job Posting

Facilities Technician (Part-Time)

Hours: 20 hours/week

Starting wage of \$16.29 DOQ

SUMMARY OF RESPONSIBILITIES

The Facilities Technician is responsible for performing general building maintenance and upkeep on all library facilities, grounds and furnishings and providing a clean, pleasant, and safe environment for library customers and staff. Typical schedule is a Monday through Friday four-hour shift.

JOB RESPONSIBILITIES

- Performs basic and preventative building maintenance tasks and repairs (i.e. mechanical and electrical equipment, carpentry, painting, minor plumbing work)
- Monitors, troubleshoots and adjusts electrical, plumbing, and related systems.
- Assists with grounds keeping activities (light pruning, weeding, leaf clean up, and seasonal outdoor cleaning)
- Performs cleaning tasks not covered under cleaning contracts or as needed for urgent tasks.
- Assembles, maintains, and repairs library equipment such as furniture, shelving, and book trucks.

QUALITIES OF THE IDEAL CANDIDATE

- A high school diploma or GED
- One to two years maintenance experience and/or related technical training.
- Basic knowledge of building maintenance, repair methods, and practices (i.e., HVAC controls, carpentry, plumbing, electrical work, sump pump, drains, painting and other related areas; safety practices, cleaning methods, materials handling).
- Ability to use a wide variety of hand and power tools and to bend, stoop and climb ladders.

TO APPLY – Open until filled. For preferred consideration, apply by November 1, 2024. Full job description is available at www.wrightlibrary.org/jobs. To apply, send completed [application](mailto:jobs@wrightlibrary.org) to jobs@wrightlibrary.org.

Wright Library is an Equal Opportunity Employer.