



Wright Memorial  
*Public Library*

## Job Posting

### Substitute Facilities Technician (Part-Time)

Hours: Varies according to the needs of the Library (not to exceed 20 hours/week)

Starting wage of \$16.29 DOQ

#### **SUMMARY OF RESPONSIBILITIES**

The Facilities Technician Substitute is responsible for providing backup for the Facilities Technician, including 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. Schedule varies according to library's needs. Typically, it is Monday through Friday as needed.

#### **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 October 25, 2024. Full job description is available at [www.wrightlibrary.org/jobs](http://www.wrightlibrary.org/jobs). To apply, send completed [application](mailto:jobs@wrightlibrary.org) to [jobs@wrightlibrary.org](mailto:jobs@wrightlibrary.org).

Wright Library is an Equal Opportunity Employer.