

**Maintenance Library Manager**

\$15.00/hour

Part-time position with average 20-30 hours/week

**Summary:**

Responsible for routine maintenance and cleaning of library restrooms, storage areas, and public areas. Duties must be performed in a clean, orderly, safe and sanitary manner.

Performs year round upkeep of library grounds through picking up trash, cutting grass, care of shrubbery and plants/greenery, raking leaves, shoveling of snow.

Performs minor repairs inside/outside several library branches.

Performs some light IT for branches.

**Requirements:**

This position requires a high school diploma or GED equivalent.

Some basic computer and IT experience is preferred.

One year of facilities/maintenance experience in a related setting.

Must be able to lift as least 50 lbs.

Must possess a valid driver’s license and clean background check.

**Job Duties include:**

Weekly -

Bin Deliver:

- Grand Lake (25 min x 2)
- Posen (20 min x2)
- Millersburg/Onaway (30 min x2)

Bathrooms:

- Rogers City (4) – 1.5 hours
- Grand Lake (3) – 1 hour
- Posen (2) – 1 hour

Vacuuming/Mopping:

- Rogers City – 3/3.5 hours
- Grand Lake – 2 hours
- Posen – 2 hours

Annually –

Power Wash – spring (incl. spraying for spiders):

- Rogers City – 2 hours
- Grand Lake – 1.5 hours
- Posen – 1.5 hours
- Theater – 2 hours

Windows – spring and as needed

- Rogers City – 2 hour
- Grand Lake – 1.5 hour
- Posen – 1 hour

Seasonal

- Lights/AC Covers
- Shoveling
- Benches