



May 18, 2018

Position Available: Seasonal Library Page - Maintenance Department

Starting Salary: \$9.45 per hour

Part-time Position: Up to 20 hours per week, May 1 – October 31

Deadline for Applications: Until Position is Filled

Please send your resume and application

http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf to:

Diane Serresseque
Executive Assistant
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334
Diane.Serresseque@farmlib.org

Job Summary:

The work of the Seasonal Library Maintenance Page, working under the supervision of the Facilities Coordinator, is integral to the cleanliness and smooth operation of the Library.

Essential Duties/Responsibilities May Include:

- Retrieves materials from book chute areas
- Lawn and gardening duties as needed, including spreading mulch, weed pulling and grounds cleaning
- Must have valid driver's license and is expected to drive Library vehicles
- Expected to work in both Farmington (23500 Liberty Street) and Farmington Hills (32737 West Twelve Mile Road) at both Library buildings, as needed

- Assists with meeting room set-up
- Removes snow and salt, as needed
- Performs light custodial duties, such as cleaning restrooms, vacuuming, dusting, emptying trash
- Opens doors to public
- Must be able to operate a hedge trimmer, lawn edger and snow blower safely

Physical Activity Requirements:

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects. Other physical requirements generally associated with the essential functions of the Maintenance Staff are:

- stooping, kneeling, crouching, bending, reaching, crawling, climbing and balancing
- ability to sit, stand and walk for long periods
- sufficient vision, speech and hearing which will permit employee to successfully perform the functions of this position.

A physical examination may be required.

Equipment Commonly Associated with this Job:

Computer equipment plus peripherals, telephone system, dolly/hand truck, among others.