



JOB POSTING

POSITION: Building Supervisor

WAGE: Grade 9 \$15.14 - \$18.17 per hour

STATUS: Part-time (20 hours per week; may include some evenings and weekends)

GENERAL DESCRIPTION OF THIS POSITION:

Performs regular inspection and routine maintenance of library building and grounds; secures bids from vendors; oversees janitorial, grounds work, and snow removal functions; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs some custodian duties, limited grounds maintenance, and minor repair work
- Performs minor non-licensed plumbing and electrical maintenance
- Assists in planning and budgeting for building maintenance and enhancements
- Arranges, supervises, and serves as primary contact for contracted services
- Orders electrical, janitorial, and maintenance supplies
- Sets up/takes down library equipment or furniture for special programs or events
- Moves or carries heavy materials such as furniture, shelving, books, equipment
- Makes deliveries or picks up items required for work purposes
- Helps to maintain a safe environment for staff and public
- May be asked to assist in other duties as appropriate

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent
- Possession of a Michigan motor vehicle operator's license and vehicle to use during work
- Excellent public service attitude
- Computer skills, such as email, Internet, Word, and Excel
- Ability to communicate clearly and effectively by telephone, email, and in person
- Physical mobility, vision, hearing, and manual dexterity
- Ability to climb, stoop, bend, reach, walk, stand; carry/lift up to 50 pounds; push/move up to 200 pounds
- Ability to climb ladder heights up to 35 feet
- Ability to safely and appropriately operate power tools and use chemicals
- Ability to assume responsibility and work without direct supervision in day-to-day and emergency situations
- Experience in routine building maintenance, such as carpentry, mechanical, plumbing, etc.
- Some flexibility in scheduling

DESIRED QUALIFICATIONS:

- Experience with commercial HVAC systems

APPLICATION PROCESS:

Submit a letter of application, resume, and completed SDL application (found at: www.salinelibrary.org) to:
Mary Ellen Mulcrone, Director
Saline District Library
555 N. Maple Rd., Saline, MI 48176
maryellen@salinelibrary.org

Applications received by Monday, January 22, 2018 will be given first consideration.