



WILLIAM P. FAUST

## Public Library of Westland

6123 Central City Parkway • Westland, Michigan 48185-9118  
(734) 326-6123 • FAX (734) 595-4612 • [www.westlandlibrary.org](http://www.westlandlibrary.org)

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**POSITION ANNOUNCEMENT  
MAINTENANCE ASSISTANT I (Full Time)  
Internal and External**

Date: January 7, 2022  
Reports to: Head of Technology

Closing Date: Open until filled  
Position Available: Immediately

**Summary:**

Responsible for routine maintenance and cleaning of the library building's halls, public areas, staff work areas, restrooms, storage areas, and offices 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 plantings, raking leaves, shoveling of snow and treating parking lots and sidewalks. Performs minor repairs inside/outside the library.

**Experience:**

This position requires a high school diploma or GED equivalent.  
One year of facilities/maintenance experience in a related building.

Schedule: 40 hours per week, primarily on nights, mornings and weekends. Occasionally will be required to work a day shift during the week.  
Union: Westland Library Union SEIU Local 517M (Non-Supervisory)  
Salary: Starts at \$17.50 per hour  
Benefits: Vacation leave, personal leave and paid holidays. Employer provided contribution to retirement (401a) after meeting service requirements. Health, Dental and Life Insurance. Reimbursement for vision expenses.

Applications are available at [www.westlandlibrary.org](http://www.westlandlibrary.org). Please submit a completed application, along with a cover letter and resume to:

Sherri West  
Administrative Assistant  
6123 Central City Parkway  
Westland MI 48185  
[sherri.west@westlandlibrary.org](mailto:sherri.west@westlandlibrary.org)  
Fax: 734-326-3634



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## **MAINTENANCE ASSISTANT I**

### **Position Description**

Reports to:	Head of IT
Schedule:	Full time, 40 hours per week. Flexible schedule to include days, nights and weekends.
Union Position:	Westland Library Union SEIU Local 517M (Non-Supervisory)
Salary:	Starts at \$17.50 per hour
Benefits:	Vacation leave, personal leave and paid holidays. Employer provided contribution to retirement (401a) after meeting service requirements. Health, Dental and Life Insurance. Reimbursement for vision expenses.

#### **SUMMARY:**

Responsible for routine maintenance and cleaning of the library building's halls, public areas, staff work areas, restrooms, storage areas, and offices 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 plantings, raking leaves, shoveling of snow and treating parking lots and sidewalks. Performs minor repairs inside/outside the library.

#### **DUTIES AND RESPONSIBILITIES:**

1. Cleans bathrooms, offices, hallways, and any other assigned areas by sweeping, mopping, scrubbing and polishing.
2. Moves, rearranges, and dusts furniture and fixtures.
3. Independently opens and closes library building in a secure and safe manner.
4. Operates wet/dry vacuum for cleaning and shampooing carpeted areas.
5. Cuts grass, trims shrubs, rakes leaves, waters plants, and performs other related duties.
6. Shovels snow and treats parking lots and sidewalks.
7. Empties trash and recycling receptacles and readies trash for regular waste pickup.

### **DUTIES AND RESPONSIBILITIES (continued):**

8. Performs minor repairs inside/outside the library.
9. Cleans staff lounge, unloads dishwasher and cleans refrigerators.
10. Sets up and takes down meeting rooms for library and public programs.
11. Moves heavy objects and operates machinery such as lawnmowers, hedge-trimmers, etc.
12. Reports any maintenance concerns or unsafe conditions to the Supervisor.
13. Performs other duties as assigned by the Supervisor.

### **EDUCATION AND EXPERIENCE:**

- High school diploma, GED, or equivalent.
- One year of facilities/maintenance experience in a related building.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to quickly and efficiently carry out custodial and janitorial tasks according to a regular schedule with minimum supervision.
- Working knowledge of lawn and shrub care.
- Ability to perform minor repairs and use standard hand tools, shovels, brooms, floor buffer, carpet cleaner, lawn equipment, snow blower, and other equipment.
- Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment, and do other tasks.
- Ability to work within all occupational working guidelines and to keep informed as to changes in them.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- Works independently and takes initiative to successfully complete duties.
- Maintain regular and punctual attendance.
- Ability to work cooperatively with library staff in a team environment.
- Valid Michigan driver's license.

### **PHYSICAL REQUIREMENTS:**

1. Ability to work indoors and outdoors for prolonged amounts of time in all weather conditions and in noisy and potentially hazardous environments with electricity, dust, debris and chemicals.
2. Maintains physical condition necessary for standing, sitting, walking, bending, stooping, climbing, crouching and reaching.
3. Ability to push, pull or carry boxes or other objects weighing up to 50 pounds.
4. Ability to push or pull with wheeled cart up to 200 pounds.
5. Ability to climb ladder heights up to 35 feet and use power tools and machinery.
6. Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
7. Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As a condition of employment, the successful candidate must pass a background check, pre-employment physical and drug screen.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. The library reserves the right to revise this job description at its discretion.*