



December 10, 2024

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, collaboration between neighbors and businesses, and offer services that meet community needs. The Library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

Position: Full-Time Facilities Assistant – Facilities Department

Hours: 40 hours per week, including days, evenings, and weekends on a flexible basis.

Reports to the Facilities Manager. As a caretaker of the buildings and grounds, there may be duties and responsibilities on a day-to-day basis not listed below. Tasks are to be performed at both Library locations as needed.

Responsibilities May Include:

- Cleaning Library facilities following established standards, including sanitizing all restrooms, mopping, vacuuming, dusting, polishing, and carpet cleaning.
- Housekeeping duties, including cleaning refrigerators, microwaves, and other appliances, decalcifying coffee machines, watering and maintaining indoor plants, picking up trash, and restocking supplies such as toilet paper, hand soap, and paper towel.
- Groundskeeping, including shoveling and removing snow and ice, applying salt and deicer, picking up trash, weeding, pruning, planting, raking, sweeping, and cleaning the fountain.
- Performing the daily delivery of materials (lifting crates up to 20 pounds) between the two Library buildings using the Library's vehicle.
- Performing daily walk-throughs of the interior and exterior of the building and its grounds to ensure they are clean, safe, and in proper condition and alerting the Facilities Manager to any concerns.
- Performing event and meeting room set-ups and take-downs.
- Unloading union deliveries of supplies, confirming receipt of orders, storing items, maintaining an inventory of supplies, and alerting the Facilities Manager when items need to be reordered.
- Performing repairs to the building and its equipment under the supervision of the Facilities Manager, replacing lightbulbs, plunging sinks and toilets, painting, and other repairs as needed.
- Maintaining all interior and groundskeeping equipment, including snowblowers, mowers, vacuums, and shampooers. Maintaining the Library's vehicles.
- Keeping cleaning and supply storage areas clean, organized, and in good condition.
- Disposing of discarded books, recyclables, and trash.
- Informing the Facilities Manager of all building concerns. Taking responsibility and initiative to respond to typical custodial needs and emergency situations using established procedures and good judgment.
- Participating in departmental meetings, Library-wide committees, and training opportunities.
- Other duties as assigned.



Minimum Qualifications:

- High school diploma or equivalent
- Valid driver's license
- Ability to complete a physical examination as required, pending a job offer
- Ability to climb a ladder up to 15 ft.
- Ability to follow procedures and resolve minor problems independently
- Ability to perform tasks according to workflow set by the Facilities Manager
- Ability to provide basic information and assistance to patrons
- Ability to establish and maintain effective working relationships with other staff and supervisors
- Positive attitude and enthusiastic approach to public service

Preferred Qualifications:

- Custodial or light maintenance experience
- Ability to make minor maintenance repairs
- Proficient in operating a variety of basic equipment, including carpet cleaners, snowblowers, drills, wrenches, socket sets, hand trucks, edgers, and other essential tools as required
- Ability to be trained to use a lift up to 20-30 ft.

Physical Activity Requirements:

- Heavy Work: 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 Facilities Assistant are stooping, kneeling, crouching and/or crawling, climbing, and balancing.

Salary: \$35,075

Benefits: Vacation and sick time, holidays, medical and life insurance, MERS retirement savings programs, employee assistance program, and more

Application: Application, cover letter, and resume due Friday, January 10 at 5:00 PM.

To: Farmington Community Library
Attn: Crystal Peterson
32737 W. Twelve Mile Road
Farmington Hills, Michigan 48334
Electronically to: Crystal.Peterson@farmlib.org