



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.