



**Position Available  
Maintenance Assistant  
Orion Township Public Library**

**Position:** Maintenance Assistant  
25 hours/week, with some flexibility in scheduling  
**Department:** Maintenance  
**Salary:** Starts at \$12.87/hour

**Primary Job Duties:**

Performs a variety of maintenance and repair tasks to ensure the cleanliness and orderliness of the library building and grounds. Primary job duties include meeting room setups and take downs, cleaning of the building, assisting staff and patrons with building needs, outdoor maintenance including sidewalk snow removal, and other building-related jobs as needed.

**Required Qualifications:**

- Ability to perform daily cleaning and sanitizing of the library.
- Ability to set up and take down meeting room chairs and tables and other needs for patron groups.
- Ability to clear snow from public sidewalks and ensure safety of library grounds.
- Ability to manage time and work on special projects as time allows.
- Ability to perform visual inspections of buildings, grounds, equipment, and facilities and report any issues to the Head of Maintenance.
- Ability to work independently and follow directions with minimal supervision.

**Physical Demands:**

While performing the duties of this job, the employee is required to utilize a variety of hand and power tools including brooms, shovels, wrenches and other tools requiring coordination, balance and clear sight. The employee is required to work in areas that range from floor level to in excess of eight feet. A ladder must be used on occasion to access light fixtures and other tasks. The employee is frequently required to move equipment and furniture of moderate to heavy weight. The employee is occasionally exposed to wet and/or humid conditions as well as outside weather conditions. The noise level in the work environment can range from quiet to very loud, depending on the location of work and task being performed.

**Dates:** Applications received before Wednesday, August 19, 2020 will receive first review.

**Apply To:** Joyce Becker  
Orion Township Public Library  
825 Joslyn Road  
Lake Orion, MI 48362  
248-693-3000  
Electronic submissions accepted, send to: [jbecker@orionlibrary.org](mailto:jbecker@orionlibrary.org)

Please submit an application, cover letter, and resume. The application is available at:

<https://orionlibrary.org/library-employment/>.

This is an at-will position.

*Orion Township Public Library is an Equal Opportunity Employer.*