



**April 26, 2022**

**Full Time Custodian- Maintenance Department**

The Farmington Community Library is a District Library serving the communities of Farmington and Farmington Hills with two locations, 12 Mile and Liberty Street. FCL embraces diversity and promotes inclusion in its hiring and operations. 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.

<b>Position Available:</b>	<b>Full Time Custodian Maintenance Department</b>
<b>Salary:</b>	<b>\$35,075.00 annually</b>
<b>Full time Position:</b>	<b>40 hours per week. Hours will be scheduled to include evenings, and weekends</b>
<b>Fringe benefits:</b>	<b>Vacation, holidays, medical insurance, sick time, employee assistance program, MERS retirement savings programs, and more</b>

Please include a cover letter, resume and application. Application is available at [http://history.farmlib.org/pdfs/Employment\\_Application.pdf](http://history.farmlib.org/pdfs/Employment_Application.pdf)

Send to:  
**Crystal Peterson, Executive Assistant**  
[Crystal.Peterson@farmlib.org](mailto:Crystal.Peterson@farmlib.org)  
**Farmington Community Library**  
**32737 West Twelve Mile Road**  
**Farmington Hills, MI 48334**

**Job Summary:**

Working under the Facilities Supervisor the Custodian is responsible for all aspects of building maintenance and property. Below is a list of responsible duties. However, this is not an all-inclusive list of operations. As care takers of the buildings and properties, there may be duties and responsibilities on

a day-to-day basis not listed below. Tasks to be performed at both library locations as needed. Valid driver's license required. Selected candidate must be prepared to adjust schedule to accommodate vacations of other department members; days, evenings and weekend shifts when required.

**Essential Duties/Responsibilities May Include:**

- Clean Library facilities: sanitizing all restrooms, mopping, vacuuming, polishing, cleaning carpet and stripping/resealing ceramic floor tile, among other tasks.
- Order and maintain cleaning supplies.
- Prepares meeting room set-ups, per the requests of groups renting the room.
- Maintains the Library grounds. Winter: removes snow, spreads salt on walkways. Summer: mows lawn, edges walk, trims shrubs and other landscaping. Fall: cleans-up leaves.
- Maintains all interior and garden equipment: snow blower, mower, vacuums, shampooer, among others.
- Performs upkeep and minor maintenance repairs: changes light bulbs & ballasts.
- Assists with delivery of materials between the two Library buildings.
- Assists patrons in unloading gift books or other items used by patrons who have rented the meeting room.
- Unloads union deliveries of supplies, confirms receipt of order and stores items.
- Informs Facility Supervisor of all building concerns.
- Assists other staff who have need of custodial services.

**Minimum Qualifications:**

- High school diploma or equivalent. [Preference will be given to any applicants who have experience in maintenance repair work or who have taken courses in repairs or building supervision.
- Ability to make minor maintenance repairs.
- Ability to work independently with understanding of Library policies and safety procedures.
- Knowledge of basic equipment operation: Carpet Shampoo, vacuum cleaner, drill, and other basic equipment as needed.
- Ability to provide overall supervision of a Library building and its grounds.
- Positive attitude and personality behaviors that support effective relationships with other staff and the public.

**Physical Activity Requirements:**

*[Degree of physical demands (strength) usually associated with the essential functions of the job. [A physical exam will be required upon offer.]*

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 Custodian are stooping, kneeling, crouching and/or crawling, climbing, and balancing.

**Equipment Commonly Associated with this Job:**

Lawn mower, edger, snow blower, vacuum, shampooer, electric trimmer, ladder, computer, office machinery, among others.