

POSITION: Maintenance Tech

REVIEWED: 02/10/26

GENERAL PURPOSE:

Under the supervision of the Facilities Manager, ensures that the building and grounds of the Salem-South Lyon District Library consistently enhance the delivery of library services by providing a safe, clean, comfortable and visually appealing environment for patrons and employees. Strives to increase the useful life of the building and equipment.

ESSENTIAL FUNCTIONS:

Must have a varied scope of building skills, such as carpentry, wood repair and general remodeling; a variety of specialty knowledge such as basic plumbing, electrical maintenance, landscaping and sprinklers. Able to tackle a wide variety of fix-it projects. Follows a developed schedule for preventative maintenance for all aspects of the building.

Sets up meeting rooms for programming.

Able to perform cleaning staff duties if necessary which includes:

- Empties wastebaskets and carries out trash and recycling.
- Mops floors. Vacuums carpeted floors.
- Dusts shelves, baseboards, file cabinets, window ledges and other fixtures. Cleans and waxes woodwork, furniture and equipment.
- Cleans and disinfects sinks, toilets and other fixtures. Cleans and polishes drinking fountain and mirrors. Stocks restroom with tissue and soap.
- Washes interior and exterior windows. Cleans walls in offices, hallways and restrooms.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS:

- Education/Experience: High school diploma or equivalent and two years related experience of training. Ability to read and interpret drawings and documents such as safety rules, library policies and procedures, biohazard handling procedures and the library's emergency procedures.
- Knowledge of general mechanics, carpentry, electrical, and maintenance procedures as demonstrated through education and/or experience.
- Ability to communicate effectively with coworkers, supervisors, and the general public.
- Present a positive image to the staff and the general public in all interactions.
- Excellent organization skills that create the ability to prioritize tasks and work independently.
- Dependable and reliable work habits.
- Reliable transportation.

PHYSICAL REQUIREMENTS:

The job of a maintenance technician is very physical, and there are as many indoor tasks as there are outdoor. This job is performed during library operating hours as well as after hours.

WORKING CONDITIONS:

Work is performed in all area of the library, both inside and outside. Requires us of a variety of tools, equipment, and material. Heavy lifting up to 80 pounds. Must be able to stoop, bend, reach and climb. Work includes exposure to cleaning chemicals and paint vapors .

TERMS OF EMPLOYMENT:

New hires will be subject to a six month probationary period. Salary, benefits, and termination of employment in accordance with Board policy. The Salem-South Lyon District Library is an “at will” Equal Opportunity Employer.

EVALUATION:

Evaluation of performance will be performed by the Facilities Manager.