

**Job Description**  
**CUSTODIAL/MAINTENANCE**  
**Part Time and Substitute**

**NATURE OF POSITION**

This is varied custodial work involving semi-skilled maintenance work. Responsible for general cleaning, building and grounds maintenance, and repair. Generally, work without supervision receiving specific instructions on unusual jobs. Supervised by Managing Librarian and Maintenance Supervisor.

**ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Promote and further the purpose and objectives of the Bay County Library System.
- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.
- Ability to establish and follow effective cleaning and maintenance routines.
- Ability to work well with minimum supervision.
- Ability to read and understand information and follow directions.
- Knowledge of and ability to perform building and equipment repair and maintenance.
- Knowledge of and ability to perform ground maintenance duties including snow removal and lawn maintenance.
- Bend, twist and lift books, other library materials and equipment and transport materials and equipment from one location to another.
- Carry books, magazines, and audiovisual equipment weighing up to 30 pounds on a regular and repetitive basis, and be able to push carts holding similar materials throughout the work site.
- Possess knowledge of cleaning materials and their use.
- Ability to communicate clearly and effectively, utilizing good grammar.

**EXAMPLES OF POSITION RESPONSIBILITIES**

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks, which may be necessary in positions of this class.)

- Follow established library policies and procedures for employees.

- Repair and maintain facilities, including doors, windows, walls, fixtures and equipment.
- Repair library furniture.
- Clean and do minor repairs on heating and ventilating systems, plumbing fixtures, and electrical systems.
- Paint walls and equipment.
- Make minor carpentry repairs.
- Sweep, dust, polish floors, vacuum carpet, wash walls, windows and woodwork.
- Dust, polish, arrange and move furniture and equipment.
- Replace light bulbs.
- Clean and maintain grounds; shovel snow, mow lawn, trim hedges, etc.
- Assist in clearing and cleaning the drop box.
- Perform related work as required.

#### **MINIMUM QUALIFICATIONS**

High school diploma or the equivalent.

Two years of building custodial work experience, or the equivalent combination of training and experience.

This position is for the Pinconning Branch Library, Hours to start will be: Monday – Friday 7:00 a.m. – 11: 00 a.m.

Also for the Alice and Jack Wirt Library, Monday – Friday 1:00 p.m.– 5:00 p.m.

Rate: Up to \$12.45/hour

**Deadline for applying open until filled.**

#### **SEND COVER LETTER AND RESUME TO:**

Bay County Library System  
Jolene Faber, Administrative Assistant  
500 Center Avenue  
Bay City MI 48708

or email to: [jfaber@baycountylibrary.org](mailto:jfaber@baycountylibrary.org)