

### **Facilities Specialist**

**Job Type:** Part-time (10-15 per month)

**Pay Rate:** Starts at \$14.00

**Description:**

Responsible for regular weekly cleaning and as needed light maintenance of the interior and exterior of the facility.

**Responsibilities:**

The facilities specialist must satisfy the following responsibilities:

- Perform scheduled cleaning and deep cleaning as.
- Assist with the physical security of the library and its equipment.
- Perform basic tasks in custodial maintenance of all facilities and grounds as necessary.
- Manage the inventory, stock, and organization of equipment and supplies.
- Learn and use software & technology to effectively carry out job functions.
- Carry out entry-level maintenance support such as painting, lawn care, and snow removal for routine and occasional facility care needs.
- Perform all other duties as assigned by the Library Director.

**Supervisor:** Director

**OT Exempt:** Non-Exempt

**Education:** High school or equivalent

**Physical Tasks & Work Environment:**

- Lift and move up to 20 lbs and push or pull at least 100 lbs on wheels.
- Engage in extensive bending, stooping, pulling, reaching, kneeling, and crouching.
- Ability to use ladders and other equipment to complete tasks
- Engage in repetitive tasks.
- Tolerate exposure to dust, dirt, adhesives, toner, and chemicals.
- Willing and able to work evenings and weekends.

**Qualifications:**

- Related experience in custodial and light maintenance of a commercial building
- General and semiskilled maintenance skills
- Ability to schedule workload to meet deadlines
- Deliberate attention to detail
- High School Diploma or GED required and post-secondary certification is a plus



## Application for Employment

269-461-6241  
Fax 269-461-3721  
6528 E Main St  
Eau Claire, MI 49111

eauclairedistrictlibrary@gmail.com

Full Name \_\_\_\_\_  
Last First Middle

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

### Basic Information

Address: \_\_\_\_\_  
Street City State Zip

Phone : \_\_\_\_\_

Email Address \_\_\_\_\_

Date you can start: \_\_\_\_\_

Are you 18 years or older? Yes  No

Are you eligible to work in the US? Yes  No

Do you have a valid driver's license? Yes  No

Have you ever been convicted of a felony or misdemeanor? Yes  No

If "yes," please state citation, date, and place where offense occurred.

Are you able, with or without reasonable accommodation, to perform and fulfill all of the essential duties and requirements of the job for which you are applying? Yes  No

### Education

	Name & Location of School	No. of Years Attended	Degree, Certificate, or Diploma	Subject/Major
High School				
College or University				

## Employment Record

Mo./Yr. to Mo./Yr.	Employer's Name	Job Title
Street Address	City/State	Hours / week
Supervisor	Supervisor's Title	Phone
Reason for leaving:		
Okay to contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Duties/Responsibilities:		

Mo./Yr. to Mo./Yr.	Employer's Name	Job Title
Street Address	City/State	Hours / week
Supervisor	Supervisor's Title	Phone
Reason for leaving:		
Okay to contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Duties/Responsibilities:		

## Professional References

Please list three individuals not related to you.

Name	Telephone/Email	Relationship	Years Acquainted

I affirm that my answers are truthful and recognize false information could result in termination.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature