

Job Opening

Facilities Maintenance Technician

General Administration, 77 Boone Hills Drive, St. Peters, MO 63376

Status: Part-Time, some schedule flexibility may be required

Schedule: Friday 10:00am-6:00pm, Saturday 10:00am-6:00pm and Sunday 1:00pm-5:00pm

Advertised schedule may change based on the operational needs of the Branch. Applicants should have some flexibility in their schedules to accommodate schedule changes as needed.

Duties: Provide routine maintenance support for our branches; interior painting, minor plumbing or drywall repairs, assembly of equipment, furniture, wood and metal structures, change interior light bulbs, hang signage or pictures. Perform daily and weekly cleaning tasks. Maintain the exterior surroundings so the premise is neat and clean; pick up litter, wash windows, rake leaves, trim shrubs, and remove snow from sidewalks. Perform routine security duties related to the security system, assist with opening and closing of the branch, or assist manager with security issues in public service. Clean multi-purpose restrooms on Friday and Sunday before branch closing. Make deliveries to branches when necessary in addition to assigned maintenance tasks.

Requirements: Related experience in maintenance of a commercial building. High school diploma or equivalent. Excellent driving record and valid Missouri license. Post-secondary certification is a plus. Will be required to drive District vehicles. Must be bondable. Requires strong verbal and written communication skills. Office skills that include ability to use a computer and an automated work order system.

Physical Requirements: Must be able to use maintenance tools, climb a ladder, and move as much as 50 pounds. Physical work associated with the position includes, but is not limited to: driving, walking, bending, crouching, kneeling, and standing for long periods of time. Must be able to lift, carry, and move boxes of library materials. Vision, speech, and hearing are necessary to perform maintenance and public service duties.

Rate: \$12.71 per hour

Deadline for applications: Monday, January 16, 2017

Applications are available at Library Branches or on our website at www.youranswerplace.org.

For immediate consideration: Cover letter and resume with completed application can be returned to the Library Branches, emailed to HR@stchlibrary.org, or sent to SCCCLD, Human Resources, 77 Boone Hills Dr., St. Peters, MO 63376.

Please note: We appreciate your interest in the Library District, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.

It shall be the Mission of the St. Charles City-County Library District to serve as the information utility that provides excellent and economical public library services to the residents and tax-payers of St. Charles County.