

# NOW HIRING

## BUILDING SERVICES ASSOCIATE

### JOB TITLE: BUILDING SERVICES ASSOCIATE (MAINTENANCE)

The Building Services Associate (Maintenance) takes pride in a clean and functional facility. The ideal Building Services Associate (Maintenance) does this by providing staff and patrons with a clean building and grounds, as well as smooth-running building systems. This can be achieved through their work with vendors, contractors, and service providers to make sure the library building and equipment stay up to date. A Building Services Associate (Maintenance) inspires confidence and respect from the entire library staff. They are a creative problem-solver, but more importantly are proactive and address problems before they happen.

**Reports to:** Director

**Classification:** Three

#### **BASIC REQUIREMENTS:**

**Education and Work Experience:** Two years relevant work experience

#### **First Two-Years Training Requirements:**

- Library of Michigan Basic Workshop

#### **Competencies and aptitudes:**

- Attention to details, problem-solving skills, and exhibits good judgement
- Open-minded and receptive to change
- Communication skills; both written and oral
- Ability to plan, implement, and manage complex projects
- Skills with Office software, including word processing and spreadsheets
- Ability to lift and carry 50 pounds
- Self-motivated; ability to work with little supervision
- Ability to do minor building repairs such as patching and painting

#### **Building Systems and Supply Inventory:**

- Ensure maintenance and repair of building systems as needed.  
Includes working with contractors on preventative maintenance projects.
- Identify, stock, and maintain needed equipment and supplies necessary for a clean and functional facility.
- Closely monitor (and inform Director of) upcoming building improvements/repairs

Benefits include:  
PTO, sick time,  
and partial  
holiday pay!

Interested in  
applying?

Email your resume to  
[jobs@nileslibrary.net](mailto:jobs@nileslibrary.net)

Resumes should be  
sent as a PDF.

**PAY & HOURS:** 20-25 hours per week. Pay: \$13.02 - \$14.51/hr. based upon experience and qualifications.

**Niles District Library | 620 E. Main Street | Niles, MI 49120 | 269.683.8545 | [nileslibrary.com](http://nileslibrary.com)**

*Niles District Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*