Position Available

*Maintenance Specialist (Full-Time)*

Downtown Newark

Under the general supervision of the Head of Building Services, the Maintenance Specialist works to maintain a safe and welcoming atmosphere for Library customers and staff by assisting the Head of Building Services with the day-to-day maintenance and general cleaning needs. Provides assistance to staff and visitors as needed.

This is a Full-Time position; 37.5 hours per week, Non-Exempt; OPERS Retirement. A job offer will be conditional upon successful completion of a background check and pre-employment drug screening. The successful candidate will be scheduled to work days, evenings, and weekends.

**Minimum Qualifications and Principal Duties**

- High School Diploma or Equivalent Required.
- Training and/or experience in the field of Maintenance Operations or equivalent.
- Valid Driver’s license and access to a vehicle to provide own transportation when participating in off-site Library business when Library van is not accessible.
- Must be insurable by the Library’s insurance carrier.
- Must successfully pass a background check and pre-employment drug screening.

See complete job description, which is attached.

**Pay Rate**

The pay for this position is $17.85/hour. This position is eligible for the library’s fringe benefit package.

**Application Procedure**

Apply online at [www.lickingcountylibrary.org](http://www.lickingcountylibrary.org) and click on “Careers” at the bottom of the page and then click on “Current Job Openings.” Applications received by **Wednesday, December 23, 2020** will be given first consideration. Position will remain open until filled.

Applicants should submit with online application:

- Cover Letter
- Resume

The appointment of the successful applicant will be made pursuant to Section 1.210 of the *Staff Handbook*.

*The Licking County Library is an equal opportunity employer.*