



Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178

JOB ANNOUNCEMENT

Handyman – Permanent position
Pay Rate Range: \$15.85 - \$24.50
Hours: 10 - 25 hours/week variable hours
Reports to: Head of Facilities

Please submit application and three references by email to ppoplawska@ssldl.info or drop-off to Paulina Poplawska at Circulation Desk by Monday, June 30, 2025.

General Summary: Under the supervision of the Head of Facilities, ensures that the building and grounds of the Salem-South Lyon District Library consistently enhance the delivery of library services by providing a safe, clean, comfortable, visually appealing environment for customers and employees. Strives to increase the useful life of the building and equipment.

Essential Functions:

1. Must have a vast scope of building skills, such as carpentry, wood repair and general remodeling; variety of other specialty knowledge, including basic plumbing, appliance repair and electrical maintenance. Able to tackle a wide variety of fix-it projects.
2. Follows a developed schedule for preventative maintenance for all aspects of the building including painting, carpet cleaning, power washing, window washing, cosmetic upgrades, HVAC, parking lot and grounds.
3. Clean up after work to ensure a tidy, safe environment.
4. Flexibility with schedule to assist with program set-up and parking control. Respond to emergencies quickly.
5. Maintains a safe, pleasing environment.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

1. Education/Experience: High school diploma or equivalent and two years related experience/training. Ability to read and interpret drawings and documents such as safety rules, library policies, and procedures, biohazard handling procedures, and the library's emergency procedures.
2. Knowledge of general mechanics, carpentry, electricity, and maintenance procedures as demonstrated through education and/or experience.
3. Ability to communicate effectively with Head of Facilities and coworkers.
4. Excellent organizational skills that create the ability to prioritize tasks and work independently.
5. Dependable and reliable work habits
6. Reliable transportation.

Physical Requirements

By its very nature, the job of a handyman is very physical, and there are as many indoor tasks as there are outdoor. This job is performed during traditional hours as well as after-hours, as some projects need to be done when employees and customers are not present. The handyman can expect physical work with a pivotal component of intellectual ability, particularly when it comes to troubleshooting and problem solving. No two days on the job will be the same.

Working Conditions

Work is performed in all areas of the library, both inside and outside. Requires use of a variety of tools, equipment, and material. Heavy lifting up to 100 pounds and other strenuous physical activities, and frequent sustained operation of building and custodial equipment required. Must be able to stoop, bend, reach and climb. Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions. Cleaning chemicals, repair tools, custodial and other equipment and materials as required.



Salem-South Lyon District Library

Imagine the Possibilities

9800 Pontiac Trl, South Lyon, MI 48178

Phone: 248-437-6431 | Fax: 248-437-6593

Employment Application: Maintenance Tech

This application must be completed thoroughly and included along with your cover letter, and resume. Send these documents as a single, combined PDF attachment to: ppoplawska@ssldl.info with "SSLDL Maintenance Tech in the subject of the email by 5:00PM Monday, June 30, 2025, for first consideration. All other applications will be considered on a rolling basis.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this library? YES NO If yes, when? _____

Have you ever been convicted of a crime or offense, other than a minor traffic violation? YES NO

If yes, explain: _____

Education

College: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

EMPLOYMENT HISTORY

Start with present or most recent job and list all previous employers. If you need more space, continue on a separate sheet.

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> _____			
Work Performed				

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> _____			
Work Performed				

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> _____			
Work Performed				

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> _____			
Work Performed				

References

Please list at least two references

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

I agree and understand that all the information and statements on my application are correct and no attempt has been made to conceal or withhold pertinent information. I agree that any omission falsification, or misrepresentation is cause for my immediate termination at any time during my employment.

I authorize investigation of all statements contained in this application for any employment related purpose and I understand that a criminal background check will be performed as part of the hiring process. I hereby release any references and current or former employers for all liability for any information they may give you.

Signature: _____ Date: _____