



## **Job Vacancy Notice**

**Position:** Facilities Maintenance Technician (Delivery Driver)  
**Appointment:** Full-time  
**Weekly Hours:** 35 hours per week  
**Hourly Pay Rate:** \$10.11

**Job Summary:** Must work 35 hours per week and must be able to work flexible hours, under the direction of the Facilities Maintenance Supervisor. Must be able to follow directions and perform basic tasks. Must provide deliveries five times a week to branches. Responsible for assisting with installing, repairing, and performing maintenance work on buildings and equipment. This classification requires multiple skills across more than one trade, including minor electrical, plumbing and carpentry experience. Work is performed with moderate supervision.

### **Essential Functions:**

- Load and unload totes of books, supplies, etc to each branch.
- Maintain mileage records for van.
- Follow best practices for safety, both on the road and while loading or unloading the vehicle.
- Keep van interior and exterior clean
- Maintain general upkeep of van.
- Responsible for reporting repair needs of van.
- Assists in performing a variety of routine electrical maintenance activities, which may include; repairing and installing electrical conduit, relays, switches, fixtures, receptacles, controls circuits and related items: replacing plugs on electrical equipment; repairing electrical equipment; troubleshooting electrical problems; and/or performing other related activities.
- Assists in performing a variety of routine plumbing maintenance activities, which may include: installing plumbing fixtures; installing and repairing water fountain aerators; unclogging water, drainage, and sewer lines; installing and repairing water heaters; replacing facets; repairing valves on commodes, urinals, and drain lines; and/or, performing other related activities.
- Assists in performing a variety of routine carpentry activities, which may include: erecting walls, studs and sheet rock; repairing facial boards; repairing roof leaks, ceiling tiles and window sills; repairing doors and locks; patching holes in walls; installing soap and paper towel dispensers; building and repairing furniture; building and repairing bookshelves; and/or performing other related activities.
- Assists in painting walls and/or other related interior and exterior surfaces; removes and installs wallpaper.
- Performs other duties as assigned.

### **Qualifications**

Must possess a high school diploma, a clean driving record, and a current valid Louisiana Driver's License. Vocational/technical training in mechanics, electrical work, plumbing, welding, carpentry, construction or general building maintenance; and prefer one year previous experience that includes mechanics, electrical work, plumbing, welding, carpentry, construction or general building maintenance. Able to understand and follow written and oral instructions. Ability to relate well and communicate effectively with co-workers.

**TANGIPAHOA PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES DIVERSITY WITHIN ITS WORKPLACE.**

### **How to apply:**

For the complete job description and to apply visit us online at [www.tangilibrary.com](http://www.tangilibrary.com). Go to **About Us** then **Employment**. Complete the online application. ***The resume will not replace the application. Incomplete applications will not be considered.***

**Deadline:** Until filled.