



Maintenance Technician – 6/2017

Laramie County Library System (LCLS) serves the citizens of Laramie County through a library in Cheyenne, two rural branches and a bookmobile. The library system has a staff of 55 FTE, an annual budget of \$5.2 million.

The primary responsibility of the person in this position is to ensure that all library facilities and grounds are maintained in a safe, clean and attractive manner throughout the LCLS. Responsibilities include maintenance and housekeeping activities for LCLS. The major activities occur at the Cheyenne facility, but duties also encompass the Burns Branch Library, the Pine Bluffs Branch Library, the bookmobile and other motor vehicles. To succeed in this position the person hired must demonstrate good judgment, enjoy working independently within established guidelines and have good people skills. The ability to work in a team environment and on deadline is a must.

Requirements: High School graduate, licensure or certification in one of the construction trades (electrician, plumber, HVAC, etc.) preferred, 2 years of relevant experience or the equivalent combination of education and experience.

Hours: The position involves working 20 hours per week. The schedule will be made in consultation with the Facilities Superintendent to ensure the facility and maintenance needs are met while the library is open and the schedule is fair and equitable among facilities and maintenance employees. The individual in this position may work evenings and weekends. **We expect anyone who works for the library to be willing to work anytime the library is open. Library hours are Monday - Thursday 10am to 9pm, Friday & Saturday 10am to 6pm and Sunday 1pm to 5pm.**

The pay range for this position is \$14.89-22.33 per hour.

Employees pay into Social Security. This position carries holiday pay, vacation and sick leave. Vacation and sick leave are accrued based on the number of hours worked, so is not a lump sum but is earned over time. Employees are eligible to take vacation after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation time. The number of weeks of vacation increases with years of service.

Regular part-time employees who have their own medical insurance coverage may participate in Delta Dental at their own expense. A prepaid legal services agreement is also available at the



employee's expense. Library employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988.

IF INTERESTED SUBMIT COVER LETTER AND RESUME TO LAURA BLOCK BY NOON ON Friday, June 23, 2017. Position open until filled.