



**NOTICE OF JOB OPENING**  
**Facilities Technician**  
*Part-Time (25 hrs/wk)*

Looking for a great place to work? Forsyth County Public Library in Cumming is a 4-branch library system with some of the busiest libraries in the state of Georgia! Explore this exciting opportunity to join our library family! *FCPL is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff. FCPL does not discriminate on the basis of race; color; religion; sex; gender identity; sexual orientation; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth, or related medical conditions; or any other legally protected category.*

- Overview:** The Facilities Technician performs semi-skilled building maintenance work involving repair and maintenance of Library facilities, grounds and equipment. It performs routine grounds (landscaping) maintenance tasks, cleaning, dusting, and acts as Courier.
- Hourly Pay:** \$18.98 (Non-Exempt)
- Benefits:** Annual Leave (16 days), Sick Leave (13 days), Holidays (11 days), Teachers Retirement System of GA; Free Life (2x Pay), Short-Term Disability Insurance, and Long-Term Disability Insurance; Optional Dental, Vision, Additional Life, Critical Illness, Legal, and Flexible Spending Accounts.
- Schedule:** **Flexibility is a must.** Part-time, 25 hours per week. Applicants must be able to **weekday daytime hours** as well as a **Saturday shift**.

**Responsibilities:**

- Performs general landscaping and grounds maintenance.
- Performs a variety of cleaning and janitorial tasks, supplementing the library's contracted daily janitorial service.
- Conducts courier route between library branches on Saturdays and as needed due to absences.
- Performs building maintenance work and repairs of a semi-skilled, manual nature.

**Requirements:**

**Minimum:**

- HS Diploma/GED.
- 1 year of experience in general building or home maintenance.
- Good computer skills, including e-mail, electronic work order system.
- Experience in vehicle operation and vehicle maintenance.
- Valid GA driver license and satisfactory driving record. Must provide 7-year MVR with application.
- Must pass pre-employment and periodic physical exams and drug tests.
- Will consider other combinations of education and experience that provide the required knowledge and skills.

**To Apply:** Submit Cover Letter, MVR, and FCPL Application (available at [www.forsythpl.org/employment](http://www.forsythpl.org/employment)) by email to [fcpl-jobs@forsythpl.org](mailto:fcpl-jobs@forsythpl.org) or by mail to Human Resources, Forsyth County Public Library, 585 Dahlonega St, Cumming, GA 30040 or drop it off at any FCPL branch. **Deadline: Posted Until Filled**

NOTE: Requires intermittent sitting, standing, walking, stooping, bending, kneeling, climbing and lifting. Daily tasks require some combination of lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (25-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds). On a daily basis, the incumbent drives a vehicle, climbs ladders, and is exposed to outdoor weather conditions, traffic hazards, dust, dirt, grease, and pathogenic substances. Work requires incumbent to climb onto roofs of library buildings. Work also requires incumbent to distinguish between colors, and to use tools and equipment requiring a high degree of dexterity. During Library construction projects, incumbent will be exposed to construction site conditions.

**All offers of employment are contingent upon successfully passing the appropriate background checks, physical exams & drug screening.**