



NOTICE OF JOB OPENING
Grounds/Facilities Worker
Part-Time (25 hrs/wk)

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 Grounds/Facilities Worker is responsible for keeping the buildings, grounds, equipment, and inventory of the Library clean, orderly, safe, secure, and properly maintained.
- Hourly Pay:** \$15.78 (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:** Part-time, 25 hours per week. Typical schedule will be Monday through Friday 8:00 am to 1:00 pm (if needed can offer flexibility on shift hours; occasional Saturdays, if needed).

Responsibilities:

- Perform a variety of tasks involving construction, carpentry, mechanics, plumbing, landscaping, and painting
- Maintain landscaping appearance; eliminate pests; maintain schedule of pruning, irrigation, and planting; design landscaping to have a pleasant visual effect with an effective use of water
- Keep outdoor spaces and equipment clean; power wash outdoor surfaces; empty trash containers
- Perform regular inspections to identify potential issues, notify appropriate staff, and recommend courses of action
- Work with outside maintenance contractors and vendors; schedule work activities to cause minimal disruption to patrons and staff; keep appropriate staff informed on status of work
- Ensure the safe handling and storage of volatile cleaning liquids and gasoline; order and ensure availability of a variety of supplies associated with maintenance, landscaping, and repair work
- Ensure Library compliance with applicable building codes, laws, standards, and safety guidelines
- Dust surfaces and vents throughout Library buildings
- Clean/sanitize surfaces commonly touched by patrons or staff; staff break room furniture and appliances; floors; glass surfaces; gutters and downspouts; light fixtures; signage; and doors
- Monitor electronic work orders submitted by staff, respond in a timely manner, and correct problems or work with supervisor to arrange for outside services
- Drive vehicle on a daily basis following safe driving practices and perform general vehicle maintenance
- Follow safety procedures and monitor work environment to ensure safety of staff and patrons; place safety markers to alert others of potential hazards

Requirements:

- High School diploma or GED; 1+ yrs of experience landscaping, cleaning, and/or painting
- Good computer skills, including the use of Google Workspace and electronic work order systems
- Valid GA Driver's License and satisfactory 7-year MVR; experience with vehicle operation and maintenance
- Will consider other combinations of education and experience that provide required qualifications

To Apply: Submit FCPL Application (available at www.forsythpl.org/employment) by email to 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. No Cover Letter or Resume Needed.
Deadline: 03/28/2023

NOTE: Requires sitting, standing, walking, stooping, bending, kneeling, climbing, and lifting; daily combination of lifting, carrying, pushing, and pulling of moderately heavy materials (25-50 lbs.) and some heavier materials (up to 100 lbs.); daily driving, climbing ladders, and being exposed to outdoor weather conditions, traffic hazards, dust, dirt, grease, and pathogenic substances; distinguishing between colors; high degree of dexterity; and being exposed to construction site conditions during Library construction projects.

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