



Full-Time Maintenance Technician

Job Information

Join the vibrant, community-minded team at Washington County Free Library (WCFL). We are seeking a skilled maintenance technician to be based at the main library in Hagerstown. This position will join the team responsible for the repair and maintenance of library facilities and grounds at the main library, with some limited travel possible to other branch libraries throughout Washington County. Examples of possible duties include meeting room setup and breakdown and basic building and grounds maintenance of all kinds, including the maintenance of mechanical and HVAC systems and all library equipment. Fill-in custodial work may occasionally be required but is not the main focus of the job. Supervision is received by the Head of Maintenance.

Full-time; 37.5 hours per week (hours and workdays may vary, some nights and weekends included according to library needs); full benefits.

Expected salary of \$16.80 per hour.

TOTAL COMPENSATION PACKAGE:

WCFL offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect as a full-time, benefited Washington County Free Library employee:

- 15-25 days of annual Vacation Leave, based on years of service.
- 6 paid Personal Days per year.
- 8 hours of Sick Leave per month, unlimited annual carryover.
- 14 paid holidays.
- Paid Parental Leave (6 weeks paid, 6 weeks unpaid).
- Comprehensive Health Insurance Plan, including medical, dental, vision, and prescription coverage.
- Library paid Life Insurance benefit.
- Library paid Accidental Death and Dismemberment Insurance.
- Library paid Short-Term Disability Insurance.
- Library paid Long-Term Insurance.
- State and Employee funded Defined Benefit Pension Plan (Maryland State Retirement and Pension System).
 - Vested after 10 years of service.
 - Credit for prior active military service and unused paid Sick Days.

- Eligible to participate in 457b Deferred Compensation Program.
- Eligible for paid training for library and industry specific workshops and courses.
- Public Service Loan Forgiveness (PSLF) eligible employer.
- Work/Life balance programs through the Employee Assistance Program.
- Tuition Reimbursement Program for select degrees.
- Ability to purchase books and media for personal use at a discounted rate.

Qualifications & Requirements:

Skills & Abilities:

- General handyman skills or ability in maintenance-related area; examples include, but are not limited to, carpentry, HVAC systems, masonry, or plumbing.
- General knowledge of proper safety procedures and ability to read and understand Material Safety Data Sheets (MSDS).
- Critical thinking and problem-solving skills.
- Strong time management skills and ability to work effectively with minimal supervision.
- Ability to stand, walk, or kneel for long periods of time.
- Physical strength and dexterity to lift, move, and handle equipment and ability to climb ladders as needed.
- Ability and willingness to work outside in extreme temperatures.
- Demonstrated ability to work well under pressure, to multi-task and prioritize, to be flexible as needed, and to learn new skills and processes.
- Ability to communicate clearly and effectively.
- Knowledge and skills necessary to work independently and as part of a team toward the achievement of common goals and objectives.

Education & Work Experience Requirement:

- High School Diploma/GED or any combination of education, training, or experience that would qualify the candidate to successfully perform in the position.
- Experience in a maintenance-related area, such as carpentry, HVAC systems, masonry, plumbing, welding, vehicle mechanics, or general handyman skills preferred.
- Driver's license in good standing required; CDL license preferred.

To apply: Email completed employment application to Admhr@washcolibrary.org or return to Administration at the Fletcher Branch in Hagerstown. Application can be downloaded at <https://www.washcolibrary.org/>. First consideration will be given to applications received by 5:00 pm on September 8.

The Washington County Free Library recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library today.