



**FACILITIES COORDINATOR**  
**FACILITIES DEPARTMENT**  
Full Time - 37.5 hours per week

Palatine Public Library District has an opening for a detail-oriented, resourceful problem-solver to fill the position of Facilities Coordinator due to an upcoming retirement. Primary responsibilities include maintenance, engineering, and general custodial services for the Library as a team member of the Facilities Department.

We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion. A complete job description can be found online at [palatinelibrary.org/about/jobs](http://palatinelibrary.org/about/jobs).

Qualifications include:

- Two years of college level coursework, Associates Degree, or equivalent
- 2 years' experience in facilities management or related field
- Experience with operating building machinery and equipment
- Experience with maintaining a safe environment for public and staff

The ideal candidate will be a self-motivated continuous learner with a welcoming attitude, a collaborative work ethic, and a desire to go above and beyond to serve our diverse community.

Physical requirements include speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job duties, ability to lift and carry up to 50 pounds occasionally and transport/push/pull up to 150 pounds of library materials from one library location to another, and ability to kneel, squat, crouch, climb ladders and stairs, and reach above shoulder level

Scheduled Hours:     Monday through Friday daytime hours  
                                 Occasional evenings and weekends as assigned

Salary: starting at \$ 19.73 per hour (depending on qualifications)

Benefits include two weeks of vacation per year; sick time of one day per month; 7½ paid holidays per year; participation in Illinois Municipal Retirement Fund; and medical, life, vision, and dental insurance programs.

Employment applications are available online at [www.palatinelibrary.org](http://www.palatinelibrary.org), at the Welcome Desk at the Main Library, or at any branch location. Please submit a completed application with cover letter, resume, and 3 professional references to the Human Resources Department at [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).

Palatine Public Library District inspires connection, curiosity, and joy. The District serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

November 2021