



MAINTENANCE ASSISTANT-Substitute
FACILITIES DEPARTMENT
Part Time – Minimum 8 hours per month

Palatine Public Library District has an immediate opening for a dependable energetic part time Maintenance Assistant. Primary responsibilities include meeting room and story room set ups; loading, unloading, and distributing deliveries; conducting branch deliveries; resolving maintenance issues; and performing janitorial duties.

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 is located at www.palatinelibrary.org.

Qualifications include:

- High School diploma or equivalent, training on tools and equipment
- Minimum 2 years maintenance experience
- Valid driver's license and 1-year safe driving record for the year proceeding application
- Basic power and hand tool proficiency
- Ability to work with efficiency, skill, accuracy and appropriate speed

Physical requirements include: speaking, hearing and vision ability sufficient to adequately perform the job, 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. Duties will require employee to bend, stoop, kneel, squat, crouch, climb ladders and stairs and reach above shoulder level.

Schedule: This is a substitute position. While no hours are guaranteed, we anticipate a minimum of 8 hours/month, depending on the needs of the department. Shifts will include days, evenings, and weekends.

Hourly Range: \$21.40-\$23.77

Benefits include: Paid time off, Lifestyle Savings Account, and additional compensation for non-English language skills.

Employment applications are available at www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate the position you are applying for on the application. Submit the completed application to the Human Resources Department or employment@palatinelibrary.org.