



**MAINTENANCE ASSISTANT**  
**Part Time - 15 Hours per Week**

We have 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. For a complete job description, go to [www.palatinelibrary.org](http://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.

Typical schedule for this position:

Monday through Wednesday                      9:00 a.m. – 2:00 p.m.

Occasional evenings and weekends as assigned.

Salary: \$13.00 - \$15.00 per hour (depending on qualifications)

Employment applications are available on line [www.palatinelibrary.org](http://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. Please submit completed application to the Human Resources Department or to [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).

September 2018