

# JOB OPENING

## Maintenance Assistant Part-Time

### Duties:

- Address daily maintenance needs including but not limited to cleaning, lightbulb and emergency lighting replacement, trash collection, light carpentry and painting, light plumbing, minor electrical repairs, and furniture and equipment assembly and repair
- Set-up and move furniture for programs and special events
- Maintain grounds including watering and snow removal
- Monitor and adjust HVAC controls
- Retrieve and empty outdoor book and AV return bins
- Help maintain parts and supplies inventory
- Unload deliveries and distribute supplies to appropriate departments

### Requires:

- Knowledge of appropriate cleaning and maintenance techniques
- Ability to communicate clearly in person and in writing
- Ability to take direction and to work cooperatively with others
- Valid driver's license required
- Moderate lifting, carrying, walking, and standing
- Basic computer skills

### Schedule:

16 hours per week, Monday through Thursday, 8:30 to 12:30 pm.  
Availability to be flexible for coverage required.

### Starting

### Salary:

Pay rate starts at \$18.00 depending on qualifications.

### Apply to:

Apply by submitting an application (available online at <http://www.hplibrary.org/jobs> to:

Chad Stechly, Facilities Manager  
Highland Park Public Library  
494 Laurel Avenue  
Highland Park, Illinois 60035 847/432-0216  
(email: [cstechly@hplibrary.org](mailto:cstechly@hplibrary.org))

### **About the Library**

*The Library team recruits creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of diversity, equity, and inclusion for the benefit of our community and employees. Our goal is to provide relevant collections, programs, and services to all in our community. Our most valuable resource is our team. Join us!*

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PUBLIC LIBRARY**  
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