



Maintenance Assistant (Part-Time), Highland Park, IL

Position Summary

Highland Park Public Library is looking to add a Maintenance Assistant to their staff. Reporting to the Facilities Manager, the Maintenance Assistant will be part of a team and support the library during daytime hours. This role will support daily maintenance, monitoring and adjusting HVAC controls, and minor electrical repairs. It is an exciting time to join the Highland Park Library due to the upcoming building renovations and building expansions.

About the Library

The Highland Park Public Library's most valuable resource is our team. We recruit creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of equity, diversity, and inclusion for the benefit of our employees, our collections, our programs and services, and our community. For more information about the Highland Park Library, visit <https://www.hplib.org>.

Position Summary

Job Location: This position is on site in Highland Park, IL. The library is located in downtown Highland Park and is a short walk to Highland Park Metra station.

Hours: Part-time (16 hours per week). Monday – Thursday, 08:30 AM - 12:30 PM, with availability to be flexible

Hourly Rate: \$19 per hour

Benefits:

- Paid Time Off

Responsibilities:

- Perform maintenance needs including but not limited to cleaning, lightbulbs 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
- Assist in maintaining parts and supplies inventory
- Unload deliveries and distribute supplies to appropriate departments

Requirements:

- Ability to communicate clearly in person and in writing
- Ability to take direction and work cooperatively with others
- Valid driver's license required
- Moderate lifting and moving over 10 lbs., walking, standing and climbing ladders
- Basic computer skills
- Ability to use a variety of hand and power tools

Apply to: You can apply online, email your resume and application, or drop off your materials in person to HR.
494 Laurel Avenue
Highland Park, Illinois 60035
Jobs@hplib.org

Keywords: Maintenance Assistant, Maintenance Coordinator, Maintenance Specialist, Facilities Coordinator, Facilities Specialist, Maintenance Technician, Building Maintenance Assistant, Building Specialist, Building Assistant