



**MAINTENANCE ASSISTANT**  
**FACILITIES DEPARTMENT**  
**20 Hours per week**

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](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.

**Schedule:** Monday through Wednesday 7:00 am to 2:00 pm  
Occasional evenings and weekends as assigned.

**Salary Range:** \$19.60-\$21.78

Benefits include personal time, sick, vacation accrual and participation in Illinois Municipal Retirement Fund.

Employment applications are available at [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. Submit the completed application to the Human Resources Department or [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).