JOB OPENING

Maintenance Assistant
Part-Time

Duties:
• Address daily maintenance needs including cleaning, lightbulb and emergency lighting replacement, trash collection, light carpentry and painting, 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
• Order building supplies and equipment
• 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

Schedule: 19 hours per week, weekdays, flexible mornings/afternoons.

Starting Salary: $14.00-$17.00 per hour, DOQ.

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

Pamela Siegel, Business Manager
Highland Park Public Library
494 Laurel Avenue
Highland Park, Illinois 60035  847/432-0216
(email: psiegel@hplibrary.org)