



ROCKFORD PUBLIC LIBRARY

Date Posted: 11/13/23
Application Deadline: open until filled

Job Opening

Rockford Public Library is a customer-driven organization whose employees are committed to providing superior customer service to all library users.

JOB TITLE: Maintenance Assistant

Employment application/resume must be submitted via email: personnel@rockfordpubliclibrary.org
Download/print employment application: <https://www.rockfordpubliclibrary.org/about-rpl/careers/>

☒ **Full-Time (40 hours/week)** ☒ **Day Shift (Tuesday-Saturday)**

STARTING HOURLY RATE: **\$16.50 (with generous benefits)**

GENERAL STATEMENT OF DUTIES: The Maintenance Assistant works under the supervision of the Director of Facilities and performs preventive maintenance inspections and basic repairs on library facilities and equipment such as carpentry, electrical, mechanical and plumbing; troubleshoots equipment to reduce defects and keep equipment running efficiently; confers with supervisor to help diagnose problems; recognizes maintenance needs of facilities and takes initiative when necessary; performs grounds maintenance tasks such as trash pickup, snow removal/plowing/salting, and sweeping; and maintains library equipment and facilities while adhering to quality and safety standards.

QUALIFICATIONS: The successful candidate must possess the ability to work independently and efficiently while paying close attention to detail with minimum supervision; must have basic experience with maintenance and/or construction equipment and tools; must possess basic to intermediate mechanical aptitude with a basic understanding of safety practices and the ability to use appropriate tools and equipment safely and effectively; must have basic to intermediate ability to address issues concerning building maintenance equipment and other maintenance tasks; and must have strong verbal/written communication skills, general mathematics skills and ability to follow detailed verbal and written instructions; other related duties may be required. High School Diploma or any equivalent general education degree is highly desirable; minimum three years related experience and/or training which provides the necessary knowledge, skills and abilities are preferred. A valid driver's license with a clean driving record, reliable vehicle to drive to/from library locations, and a functional cell phone are required; mileage reimbursement and cell phone stipend provided; license, certification, or equivalent training in several areas related to maintenance is highly desirable.

ROCKFORD PUBLIC LIBRARY HIRING PROCEDURES: Each opening within the Rockford Public Library is posted for a specified period of days. Anyone may apply for the position during that posting period unless designated "Internal Posting Only." At the end of that time, all applications will be reviewed and qualified candidates will be identified. When there are applications from a department of the Rockford Public Library, these applications will be considered first. **All applicants must complete an employment application to be considered for employment.** Employment application, resume, and cover letter must be sent via email to personnel@rockfordpubliclibrary.org by the expiration date. All employees hired after November 6, 1986 are subject to employment verification using the U.S. Immigration and Naturalization Service I-9 Form. Statement of Policy on Equal Opportunity: Rockford Public Library is committed to hiring and employing without regard to race, color, religion, natural origin, sex, ancestry, age or non-job related disability. Individuals needing disability-related accommodations for interviews should request them in advance.

Requesting Department: Maintenance Services

Classification: Bargaining Unit

☒ **Budgeted Replacement** ☐ **Budgeted Addition** ☐ **Unbudgeted Addition**

Approved by:

Human Resources Director