



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: Sr. 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 (Monday-Friday)

HOURLY SALARY RANGE: \$27.55 - \$29.55

(Benefits Summary: <https://www.rockfordpubliclibrary.org/about-rpl/careers/>)

GENERAL STATEMENT OF DUTIES: The Senior Maintenance Assistant works under the general supervision of the Director of Facilities and performs preventive maintenance inspections and advanced repairs on library facilities and equipment such as carpentry, electrical, mechanical and plumbing; analyzes source(s) of problems to determine root cause and diagnoses repeat breakdowns or malfunctions with minimal direction from supervisor; monitors all areas of operations and makes suggestions to reduce costs; researches parts/materials, obtains cost estimates, and submits orders at the request of manager; and maintains library equipment and facilities while adhering to quality and safety standards.

QUALIFICATIONS: The successful candidate must possess above-average ability to work independently and efficiently while paying close attention to detail with minimum supervision; must have advanced experience with maintenance and/or construction equipment and tools; must possess intermediate to advanced mechanical aptitude with an above-average understanding of safety practices and the ability to use appropriate tools and equipment safely and effectively; must have above-average 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 five years related experience and/or training which provides the necessary knowledge, skills and abilities are required. A valid driver's license is required; 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 accommodation 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