



Date Posted: 8/12/26 | 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: Senior Maintenance Assistant

Employment application/resume must be submitted via email:

personnel@rockfordpubliclibrary.org

Download employment application and review benefits summary:

<https://www.rockfordpubliclibrary.org/about-rpl/careers/>

☒ **Full-Time (40 hours/week)**

☒ **Day Shift (Monday-Friday)**

SALARY RANGE: \$27.55 - \$29.55

GENERAL STATEMENT OF DUTIES: The Senior Maintenance Assistant works under the general supervision of the Facilities Director and performs advanced-level preventive maintenance inspections, troubleshooting, and repairs on library facilities and equipment. Duties include maintenance and repair work involving carpentry, electrical, plumbing, mechanical systems, painting, flooring, HVAC support, and general building maintenance. The position also monitors facility conditions, identifies maintenance concerns, researches parts and materials, obtains cost estimates, assists with grounds maintenance, including snow removal and salting, and helps ensure library facilities remain safe, clean, and operational while adhering to quality and safety standards.

QUALIFICATIONS: The successful candidate must possess strong mechanical aptitude and advanced maintenance skills; above-average ability to work independently and efficiently with minimal supervision; experience using maintenance and/or construction equipment and tools; strong troubleshooting and problem-solving abilities; knowledge of building maintenance systems including plumbing, electrical, HVAC, and mechanical systems; and strong verbal/written communication skills with the ability to



follow detailed instructions. The candidate must demonstrate safe work practices, strong customer service skills, professionalism, and the ability to maintain cooperative working relationships with staff and the public. Grounds maintenance duties and other related duties may be required. High School Diploma or equivalent general education degree is highly desirable; minimum five (5) years related maintenance experience and/or training which provides the necessary knowledge, skills, and abilities are required. Valid driver's license with a clean driving record required. Maintenance-related licenses, certifications, or specialized training are 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 a disability-related accommodation for interviews should request them in advance.

Requesting Department: Maintenance Services

Classification: Bargaining Unit



Budgeted Replacement



Budgeted Addition

Approved by:

Human Resources Director