

JOB OPPORTUNITY

Maintenance (9 Hours/week)

The Prairie Trails Public Library District is looking for an experienced individual responsible for general building maintenance. This position is responsible for the upkeep of the library interior and grounds. The ideal candidate will possess basic construction and maintenance experience.

Job Description

- Responsible for seasonal maintenance of the facility and property
- Responsible for minor repairs and upkeep of building and grounds
- Orders and keeps an inventory of supplies and tools
- Liaison to contracted maintenance workers
- Responsible for furniture and equipment throughout the library
- Install/ Remove seasonal decorations
- Other duties as assigned

Schedule

- Part-time Non-exempt (9 hours/week)
- \$15/ hour
- Available for emergencies outside of regular hours

Qualifications

- Ability / access to transportation to purchase maintenance items
- High School diploma or equivalent
- Able to walk, push, move, bend, stand, sit, during work shift.
- General knowledge of HVAC, Electrical, plumbing systems
- Must be able to communicate effectively with staff
- Two years work experience with custodial/ maintenance duties

Please submit resume or application along with three references.

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