



**Fox Lake District Library**  
255 E. Grand Avenue  
Fox Lake, Illinois 60020  
[www.flib.org](http://www.flib.org)

**Position:** Part-time Building & Grounds Maintenance

**Position Overview:** The position of Building & Grounds Maintenance may be offered as individual positions or as one position, depending on the needs of the library and the qualifications and abilities of the person(s) applying for the position. This position reports to Library Administration. Maintenance is expected to perform cleanup, set-up, and minor maintenance of the library building and the grounds to ensure the comfortable, clean, convenient, and safe operation of the library for both its patrons and staff.

**Duties & Responsibilities:**

- Performs regular and routine inspection and preventative maintenance of the Library's building systems including elevator, generator, heating, and air conditioning, fire protection, and promptly notifies the Library Director or his/her designee when major repairs or maintenance work is needed
- Performs minor carpentry, electrical, mechanical, painting and plumbing repairs
- Change all furnace filters quarterly
- Maintain inventory of all cleaning and building supplies
- Performs year-round upkeep of the library grounds through pickup of litter, light shoveling of snow, salting of walks, and care of shrubbery and plants
- Performs light janitorial duties as needed
- Performs routine upkeep of library furnishings and arrangement, and meeting room set up as necessary
- Picks up and delivers supplies and materials to offices
- Coordinates with building contractors and vendors
- Any other assigned tasks not herein defined but necessary for the operation of the building

**Requirements:**

- Willingness to seek clarification when needed, and accept feedback
- Be a self-starter, and work without continuous direct supervision
- Computer literacy along with knowledge of office equipment
- Experience in interior and exterior maintenance including but not limited to landscape, mechanical, janitorial, and handyman services
- Must be able to establish and maintain a cordial work climate with staff and public
- Must maintain discretion and confidentiality when necessary
- Must be able to identify critical problems and take charge to solve problems
- Must be able to communicate effectively

**Education and/or Experience:**

- High school diploma or equivalent required
- Previous work experience in Maintenance or Landscape preferred
- Bilingual abilities a plus

**Physical Demands:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus
- Ability to read and to follow complex directions
- Ability to work outdoors under all weather conditions
- Ability to lift and move up to 50 pounds
- Ability to stand, walk, bend, stoop, lift, stretch, climb, balance, kneel, crouch, and crawl

The Library is an Equal opportunity employer. It provides equal employment opportunities regardless of race, color, national origin, citizenship status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job has no supervisory responsibilities.

**Hours and Wage:**

- 16 - 19 hours per week
- Must be available to work an arrangement of days, nights & weekends
- \$13.00 per hour

Please send completed application, cover letter, resume and three professional references to [administration@fllib.org](mailto:administration@fllib.org)

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