

**Maintenance Technician**  
**Ela Area Public Library District**

The Ela Area Public Library is seeking a friendly, energetic full-time Maintenance Technician with both custodial and security monitor duties. Under the supervision of the Facilities Manager, this position is responsible for helping to maintain a welcoming atmosphere for all library visitors. The ability to work as part of a team with a positive attitude even when dealing with problems is highly desired.

**Primary Responsibilities:**

- Acts as backup for the Facilities Manager and is required to be on call for special building situations and emergencies.
- Conducting routine inspections of the interior building and exterior grounds to maintain the safety and security of all library patrons, property, and staff.
- Observing activity in the library and on library property to maintain an appropriate environment consistent with the library's policies.
- Preparing the facility for daily operations.
- Assisting with meeting room set-ups.
- Cleaning designated staff areas.
- Following established procedures for vacating, closing, and securing the building.

**Knowledge, Skills, Abilities:**

High school diploma or equivalent

Ability to:

- Communicate positively, clearly & effectively with all age groups.
- Follow written instructions; follow tasks through to completion.
- Work independently.
- Maintain confidentiality.
- Become certified in First Aid and AED/CPR.
- Lift 50 pounds and push/pull 200 pounds.

**Position Hours:** 37.5 hours per week with a Tuesday – Saturday work schedule that requires some evening hours.

**Salary:** \$22.39 per hour

Benefits include IMRF, paid Vacation, Sick, Personal, Holiday & Parental Leave time, Health / Vision insurance.

If you are interested in joining Ela Area Public Library District and meet the job requirements, please complete the PDF application, save it to your computer, and email it to [apply@eapl.org](mailto:apply@eapl.org) for consideration.

The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin.