



CRETE PUBLIC LIBRARY DISTRICT

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1177 N. Main St. | Crete, IL 60417 | 708.672.8017

JOB ANNOUNCEMENT: Part-Time Facility Specialist

The Crete Public Library District is seeking a dependable and service-oriented **Facility Specialist** to assist in maintaining a safe, clean, and welcoming environment for our community. This part-time, non-exempt position supports the care, maintenance, and overall operation of Library facilities and grounds, collaborating with staff across departments to ensure the standards of service and safety.

RESPONSIBILITIES:

- Perform routine and preventative maintenance of library facilities, grounds, and parking areas.
- Conduct general building repairs including plumbing, electrical (bulb/ballast replacement, switches, outlets, minor rewiring), carpentry, painting, masonry, and HVAC-related tasks.
- Perform routine custodial duties including cleaning and inspection of meeting rooms, restrooms, common areas, and exterior grounds.
- Perform groundskeeping as needed, including snow removal.
- Conduct and document safety inspections and security checks of facilities and grounds.
- Investigate and prioritize facilities-related work orders and recommend or implement corrective actions.
- Repair equipment as needed; refer complex repairs to supervisor.
- Move, assemble, and arrange furniture, shelving, and equipment, including audio-visual equipment for programs and meetings.
- Receive, transport, and distribute materials, supplies, and equipment as needed.
- Maintain supply and parts inventory in coordination with Facilities leadership.
- Use hand and power tools, and ladders safely and effectively.
- Maintain a clean and orderly work area and follow all safety procedures.
- Provide courteous and professional customer service to staff, vendors, and the public.
- Assist with emergency response needs as required.
- Complete special projects as assigned.

QUALIFICATIONS:

- High school diploma or GED required.
Minimum one year of custodial or building maintenance experience preferred.
- Experience with plumbing, electrical, HVAC, carpentry, painting, or masonry strongly preferred.
- General knowledge of use and safety of hand and power tools and ladders.
- Strong problem-solving skills and ability to prioritize tasks independently.
- Ability to work effectively with diverse staff and community members.
- Valid Illinois driver's license in good standing and proof of auto insurance required.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- Ability to lift up to 50 pounds and push/pull up to 200 pounds.
- Ability to bend, stoop, climb, and reach as necessary.
- Ability to move equipment and materials weighing up to 60 pounds.
- Ability to work indoors and outdoors in varying weather conditions.
- Position requires prolonged standing, walking, or stationary work.
- Occasional exposure to dust, noise, and outdoor elements.

SCHEDULE, COMPENSATION, AND BENEFITS:

This position is scheduled to work 20 hours per week. There is flexibility in how those 20 hours are scheduled. The salary range is \$20-25/hr. depending on qualifications. A generous part-time benefit package includes paid vacation, sick leave, personal days, and paid holidays. Also includes participation in the Illinois Municipal Retirement Fund (IMRF).

TO APPLY:

Please either submit a resume or completed job application to David Sieffert, Library Director via email at dsieffert@cretelibrary.org by Friday, April 17th, 2026. The Crete Public Library District is an equal opportunity employer and is committed to building a diverse and inclusive workplace. We do not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, veteran status, or any other protected characteristic as defined by federal, state, or local law. All qualified applicants will be considered for employment without regard to these or other protected characteristics.