

Operations: Operations Assistant

Salary: \$19-22/hour

Part-time: 25 hours per week (negotiable for up to 30 hours per week with commensurate benefits)

Schedule: Monday-Friday 8:30am-1:30pm. Additional hours may be available on an as-needed basis, including occasional earlier starts or nights and weekends.

Job Summary

Join our team and play a vital role in creating a safe, welcoming, and well-functioning environment for the community! Under the direction of the Operations Manager, you'll help keep our buildings, grounds, and equipment in top condition through hands-on maintenance, minor repairs, and routine upkeep. We're seeking a dependable and skilled individual with at least three years of facility maintenance experience, a strong working knowledge of building systems (including HVAC, carpentry, electrical, and plumbing), and a proactive approach to problem-solving and time management. If you're passionate about supporting public spaces and thrive in a collaborative, service-oriented setting, we'd love to hear from you!

This position requires frequent use of computers, office equipment, hand and power tools, and involves regular movement throughout the building while handling and inspecting materials. Candidates must be able to lift up to 50 pounds, push items up to 200 pounds using carts, and perform a variety of physical tasks including climbing, bending, and prolonged standing or sitting, with correctable vision and effective communication abilities.

Minimum Qualifications

1. Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g. High School experience/diploma or GED) or experience:
 - **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
 - **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Microsoft Workspace, effectively using email and Outlook calendar, performing internet searching, using cloud-based communication, maintaining, and organizing digital files, and instructing and training others to use technology.
 - **Critical Thinking and problem-solving** include analyzing and evaluating information to assess an issue, make a decision, and take action.
 - **Time Management** includes prioritizing tasks, meeting deadlines, planning for long-term tasks, and managing time independently.
2. Working knowledge of general building operations and maintenance, and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.

3. Working knowledge of methods, materials and equipment used in facility and equipment maintenance and repair.
4. Working knowledge of building safety practices, HVAC, fire protection, and security systems. Working knowledge of carpentry, electrical, and plumbing.

During your shifts, your responsibilities may include:

- Providing maintenance and upkeep of the building and grounds to keep the facility clean, attractive, secure, and safe for staff and patrons.
- Performing preventative and routine maintenance of all buildings, mechanical systems and equipment.
- Performing minor carpentry, plumbing, painting, limited electrical, and limited HVAC repairs.
- Assisting in project planning, implementation, and completion of building, grounds, safety, and security projects.
- Participating in relevant training, continuing education, and/or staff development.

For all your awesomeness, you will get*:

- Paid time off (1 hour for every 40 hours worked in your first year; 1 hour for every 20 hours worked thereafter)
- Sick time (accrued at a rate of 6 hours per month)
- Paid holidays
- Tuition Reimbursement on applicable programs
- Required participation in the IMRF pension system

*Benefits for working 30 hours include additional paid time off, sick time, and access to insurance benefits.

Work Environment

The work is both active and inactive. Active work may include carrying items, shelving books, or pushing carts.

This position reports to Dora Núñez, Operations Manager.

How to Apply

Please submit a resume and cover letter to jobs@wooddalelibrary.org. Preference will be given to candidates who submit an application before or on July 1, 2025. The Wood Dale Public Library District is an equal-opportunity employer.