



BUILDING SERVICES SPECIALIST

Full-time - 40 hours per week

Rocky River Public Library is seeking a Building Services Assistant II. This position requires strong organizational skills, the ability to resolve complex problems, strong decision-making skills, and an excellent ability to communicate orally and in writing. The Building Services Assistant II is expected to provide service and maintenance to the building and grounds, as well as general housekeeping and janitorial. The flexible schedule requires mornings, evenings and weekends. This position also requires some Sundays.

Applicant will possess basic local, state, and federal building code knowledge, perform electrical and basic HVAC maintenance, and identify maintenance needs as well as assist in the upkeep of the overall appearance of the building and grounds. Interaction with library staff, patrons, and general public is also required.

Position requires the ability to lift up to 50 pounds, climb ladders and stairs, operate maintenance machinery, climb ladders, and walk on varied terrain as need. Nature of work requires an ability to operate electrical equipment and a motor vehicle.

Possession of a valid State of Ohio Driver's license, high school diploma or GED, and intermediate knowledge of building maintenance duties is required. Minimum of two years of Industrial or Commercial maintenance experience. Graduation from a vocational school in a related field is *preferred*.

The pay range for this position is \$17.81 - \$26.71 per hour. Paid vacation, sick time, ten paid holidays as well as medical, dental, vision, and Ohio Public Employee Retirement.

A completed Rocky River Public Library job application is **required** submitted to:

jobs@rrpl.org

Sherry Shuster, HR Manager
Rocky River Public Library
1600 Hampton Road Rocky River, OH 44116

DEADLINE: Thursday, October 12, 2023.

Apply online at: <https://rrpl.org/employment/> .
Applications are also available at the Greeter's Desk.
No phone calls, please.

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