

**Albany Public Library
Temporary Part Time Position Available
Building Maintenance Worker**

5/11/2021

Classification: Building Maintenance Worker

Distinguishing Features of the Class:

This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to a journey-level artisan. Although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled journey-level crafts for any considerable portion of his time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. Work is performed under direct or general supervision from a superior depending upon the nature of the assignment. May supervise maintenance helpers or custodial workers, as assigned.

Typical Work Activities (illustrative only)

- Makes periodic inspections of buildings to determine repair and maintenance needs, and performs a series of minor repairs;
- Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
- Helps to install and repair electric fixtures, wiring and related equipment;
- Repairs windows, doors, floors, walls and other parts of buildings;
- Removes and replaces furniture;
- May assist in painting interior and exterior surfaces;
- Helps to install and repair general plumbing equipment such as sinks, toilets, baths and heating and air conditioning units;
- Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
- Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
- Installs shelves and storage cabinets;
- Keeps simple records;
- Takes part in general grounds maintenance activities;
- Performs a variety of semi-skilled duties;
- Cleans, checks, repairs and lubricates motors, chairs, etc.;
- May participate in estimating time and materials required for assigned tasks;
- May be required to transport materials and equipment to and from job locations;
- May assist other trades and outside contractors in installation and construction as required;
- Performs related work as required.
- Other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of buildings and grounds maintenance and repair practices;
- Working knowledge of the practices, tools, equipment and safety precautions of one or more of the standard trades;
- Ability to follow oral and written directions;
- Mechanical aptitude;
- Manual dexterity;
- Ability to get along well with others;
- Reliability;
- Good judgment;
- Ability to lift fifty (50) pounds;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Two (2) years of full-time paid work experience as a helper or laborer in one or more of the mechanical or construction trades; **OR**
- b) Two (2) years of full-time paid experience as a maintenance laborer; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Work Schedule: A combination of day, evening and weekend hours totaling 17 hours / week is required.

Deadline: Until filled

Supervisor: Facilities Manager

Salary: \$17.37

Apply to: Marjorie Reinhart, PHR
Human Resources & Finance Manager
Albany Public Library
161 Washington Ave.
Albany, NY 12210
reinhartm@albanypubliclibrary.org

Albany Public Library is an AA/EO institution and is strongly and actively committed to increasing diversity within its organization.