

ALBANY PUBLIC LIBRARY
Custodial Worker I – Full Time
5.3.2023

Classification: Custodial Worker

Employee Benefits Category: Full Time Benefited

Distinguishing Features of the Class: This is manual work calling for the efficient performance of building cleaning and maintenance, grounds keeping and snow removal tasks. The incumbent performs routine building cleaning and outside ground maintenance tasks. Cleaning tasks are performed according to a well-established procedure and involve some heavy work requiring physical strength and ability. The work is performed under the supervision of a higher-level custodial employee. Supervision over the work of others is not a responsibility of employees in this class.

Typical Work Activities (illustrative only)

- Performs cleaning of library facilities, in both public and staff areas, including vacuuming, mopping, dusting, washing and cleaning of floors, walls, windows, furniture, etc.
- Clean and maintains public and staff rest rooms;
- Empties wastepaper baskets and disposes of rubbish;
- Mows lawns, trims shrubs, rake leaves and performs other grounds keeping tasks;
- Clears snow and ice from sidewalks, doors, entryways and parking lots;
- Maintains library facilities and grounds by picking up trash and debris;
- Arranges chairs, tables and other equipment in buildings for library events;
- May unload truck deliveries, stock shelves, and perform other heavy lifting and moving tasks;
- May perform minor maintenance tasks such as replacing light bulbs, etc. as assigned;
- May perform other related work as assigned.

Required Skills and Abilities: Ability and willingness to follow oral and written directions; ability and willingness to perform heavy manual cleaning, lifting and grounds maintenance tasks; ability and willingness to perform routine cleaning and other manual tasks; ability and willingness to get along with others as part of a team; physical strength and condition commensurate with the demands of the position.

Qualifications: None (Special Note: A valid NYS driver's license is required at the time of appointment and for the duration of employment.)

Work Schedule: 37.50 full time hours with a flexible schedule

Deadline: Until filled

Supervisor: Facilities Manager

Salary: \$29,243.38 with an excellent benefit package

Apply to: Download an application from our website: www.albanypubliclibrary.org and mail or email completed application to:

Human Resources
Albany Public Library
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Albany, NY 12210
hr@albanypubliclibrary.org

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