



Albany Public Library

www.albanypubliclibrary.org

Title: Custodial Worker I (NY H.E.L.P.S.)

Classification: Custodial Worker I

Reports to: Facilities Manager & Facilities Foreman

Employee Benefits Category: Full Time Benefited

Location: Float between branches

Updated: 4/21/2026

EXTERNAL POSTING

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:

- 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
- Other duties as assigned

Required Skills and Abilities:

- Ability follow oral and written directions
- Demonstrates ability to communicate effectively both orally and written
- Ability and willingness to perform heavy manual cleaning, lifting and grounds maintenance tasks
- Performs routine cleaning and other manual tasks
- Demonstrates ability and willingness to get along with others as part of a team
- Demonstrates 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: 37.5 hours weekly with combination of day, evening hours required. Position may require Saturday,

Sunday, and holiday hours and/or work assignments. In addition, the position will require on-call hours.

Monday- 1pm-9pm

Tuesday- 1pm-9pm

Wednesday- 1pm-9pm

Thursday- 1pm-9pm

Friday- 10am-6pm

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