



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | www.eastgreenbushlibrary.org

Job Opening: Building Maintenance Worker (Part-Time)

Description:

The East Greenbush Community Library currently has opening(s) for part-time Building Maintenance Worker(s). Work includes custodial, minor carpentry, plumbing, and painting. Maintains overall order and cleanliness of Library buildings and grounds. Serves as general handyman performing a variety of semi-skilled duties which includes but is not limited to sweeping, mopping, vacuuming carpets; dusting and cleaning furniture, shelves, and equipment; washing windows; cleaning and supplying restrooms; removing trash; setting up/taking down furniture in meeting room(s)/event set-up/clean-up. Administers work typically moving, using, and adjusting a variety of heavy equipment and materials. Provides assistance to staff in moving furniture; and in moving and reassembling furniture. Maintains lawns, trees, shrubs, plants, parking areas and other exterior landscaping of all library facilities. Assists with snow and ice removal. Picks up trash on library grounds.

Good knowledge of modern buildings and ground maintenance and repair practices required as well as knowledge of the practices and techniques or one or more of the standard trades; mechanical aptitude; industry; good physical condition; dependability; and manual dexterity.

Requires the ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly troublesome situations; the ability to work independently in a team environment; and to establish and maintain effective working relationships.

Hourly Wage: \$12.75 per hour

Typical Schedule:

The normal work schedule includes evening, and weekend hours. Some flexibility is required; schedule may include daytime, evening, and/or weekend hours.

Qualifications:

Training

- Some experience in either general building maintenance or building trades work in one or more of the standard trades, such as carpentry, plumbing, or electrical, is preferred but not mandatory.

License/Certifications

- Valid NYS motor vehicle operator's license during term of employment.
- Must be eligible for a provisional appointment as Building Maintenance Worker under civil service rules.

Application Instructions:

Please submit a cover letter, three professional references, and a Rensselaer County Civil Service application (available at the library circulation desk) to:

Dawn Geurds
geurdd@eglibrary.org
East Greenbush Community Library
10 Community Way, East Greenbush, NY 12061