NOTICE OF JOB VACANCY

Location: Maintenance Department – Buffalo Branches
Position Title: Caretaker, full-time
Hours of Work: Various days and hours
Job Group/Salary: III – $30,258 – 40,225
Appt Type: Permanent
Posting Date: September 20, 2021

SAMPLE DUTIES (illustrative only):
- Cleans and services building by sweeping, mopping, and operating floor maintenance equipment;
- Cleans public areas, offices, lavatories, and related rooms;
- Washes walls and windows;
- Cleans lighting fixtures;
- Moves furniture and equipment;
- Makes minor repairs to buildings and equipment such as unplugging toilets, replacing light bulbs, repairing furniture;
- Cuts grass, prunes shrubbery, and maintains flower beds;
- Keeps areas in orderly, clean condition;
- Shovels snow and sweeps walks.

SPECIFIC REQUIREMENTS:
- Good knowledge of maintenance supplies and procedures;
- Working knowledge of the maintenance and repair of buildings, fixtures, and equipment;
- Ability to make a variety of simple repairs and adjustments to building and equipment;
- Ability to maintain simple records;
- Ability to get along well with others;
- Industry and dependability;
- Good physical condition;
- Excellent time and attendance record.

HOW TO APPLY:
Please submit resume and cover letter (current AFSCME employees must state in their cover letter their full-time, RPT, or part-time AFSCME seniority date) by September 30, 2021 to hr@buffalolib.org or:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

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