



## NOTICE OF JOB VACANCY

**Location:** Cheektowaga Public Library - Julia Boyer Reinstein Branch  
**Position Title:** Caretaker, full-time  
**Hours of Work:** Days, including weekends  
**Salary:** \$39,790 - \$51,006 (CMU Job Group 3)  
**Appt Type:** Permanent  
**Posting Date:** April 14, 2025

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### **MINIMUM QUALIFICATIONS:**

- One year of full-time experience in general janitorial work.

*NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.*

### **SAMPLE DUTIES** (illustrative only):

- Cleans and services building by vacuuming, sweeping, mopping, and/or operating floor maintenance equipment;
- Cleans public areas, offices, lavatories, and related rooms;
- Cleans lighting fixtures;
- Moves furniture and equipment;
- Makes minor repairs to buildings and equipment such as unplugging toilets, replacing light bulbs, repairing furniture, painting, etc.;
- Maintains landscaping (mows, weeds, prunes, etc.);
- Keeps areas in orderly, clean condition;
- Shovels snow, uses snow blower, 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:**

Interested candidates should send a cover letter and resume by **April 23, 2025** to [hr@buffalolib.org](mailto:hr@buffalolib.org) or to:

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

*Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.*

*The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.*