NOTICE OF JOB VACANCY

Location: Maintenance Department (Central Library & Buffalo City Branches)
Position Title: Maintenance Worker
Shift: Days – Wednesday through Sunday (may vary with notice)
Job Group/Salary: V – $32,964 - $44,793
Posting Date: August 20, 2021

DISTINGUISHING FEATURES OF THE CLASS:
The work involves participating in, and supervising, the general maintenance and repair of Library buildings. Work is performed under supervision of a higher ranking employee.

MINIMUM QUALIFICATIONS:
(a) Graduation from high school or possession of a high school equivalency diploma and two (2) years of building maintenance or repair, mechanical, general maintenance, or related experience, or:
(b) Six (6) years of building maintenance or repair, mechanical, general maintenance, or related experience; or:
(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

TYPICAL WORK ACTIVITIES (Illustrative only):
• Supervises and participates in the general work of maintaining and repairing Library buildings, equipment and grounds at Central and Buffalo City Branches;
• Participates in general repair work by laying out and scheduling work such as painting, replacement of non-working equipment, repair of furnishings, servicing plumbing and heating equipment, waxing floors, servicing lavatories and moving equipment, supplies or furnishings;
• Instructs workers, issues supplies and inspects work;
• Complies with various Occupational Safety & Health Administration laws and regulations, including reading and understanding Material Safety Data Sheets relating to hazardous materials and other substances;
• Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of sewers, plumbing, carpentry, electrical repairs, building cleaning procedures and/or related supplies and equipment that pertain to the actual position responsibilities and duties; good knowledge of the operation and maintenance of building services; ability to read, write and understand the English language; ability to prepare simple reports and maintain records; ability to follow routine oral and written instructions; industry and dependability; capable of performing the essential functions of the position with or without reasonable accommodation.

SPECIFIC REQUIREMENTS:
Must have valid NY State Driver License and reliable transportation, as travel among locations in City of Buffalo may be necessary.

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 to hr@buffalolib.org or:

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

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