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Mayor

Director of Human Resources
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Notice of Job Opening

Position: Building Maintenance Worker

Applicants must meet the requirements outlined in the enclosed job description.

Upon acceptance of the position, you may be permanently or temporarily assigned to other units as operationally needed, in accordance with the relevant collective bargaining agreement.

*PLEASE NOTE that this position’s civil service jurisdictional classification is Non-competitive.

** Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

Department: Department of Recreation

Number of Vacancies to be filled: 1

Rate of Pay: \$35,006.40/year

Schedule: 40 hours/week

Application Deadline: **11:59 pm on Friday, November 26, 2021**
All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Union Preference: YES
Applicants who are current members of the Albany Blue Collar Workers Union Local 1961/AFSCME NY Council 66 will be given preference over external candidates, unless the position is considered entry-level.

Residency Requirement: YES
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Wednesday, November 10, 2021.

BUILDING MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to a journey-level artisan. Although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled journey-level crafts for any considerable portion of his time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. Work is performed under direct or general supervision from a superior depending upon the nature of the assignment. May supervise maintenance helpers or custodial workers, as assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Makes periodic inspections of buildings to determine repair and maintenance needs, and performs a series of minor repairs;
- Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
- Helps to install and repair electric fixtures, wiring and related equipment;
- Repairs windows, doors, floors, walls and other parts of buildings;
- Removes and replaces furniture;
- May assist in painting interior and exterior surfaces;
- Helps to install and repair general plumbing equipment such as sinks, toilets, baths and heating and air conditioning units;
- Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
- Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
- Installs shelves and storage cabinets;
- Keeps simple records;
- Takes part in general grounds maintenance activities;
- Performs a variety of semi-skilled duties;
- Cleans, checks, repairs and lubricates motors, chairs, etc.;
- May participate in estimating time and materials required for assigned tasks;
- May be required to transport materials and equipment to and from job locations;
- May assist other trades and outside contractors in installation and construction as required;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of buildings and grounds maintenance and repair practices;
- Working knowledge of the practices, tools, equipment and safety precautions of one or more of the standard trades;
- Ability to follow oral and written directions;
- Ability to lift a minimum of fifty (50) pounds;
- Mechanical aptitude;
- Manual dexterity;
- Ability to get along well with others;
- Reliability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Two (2) years of full-time paid work experience as a helper or laborer in one or more of the mechanical or construction trades; **OR**
- b) Two (2) years of full-time paid experience as a maintenance laborer; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 1955
12/17/80
4/01
5/22/02
1/6/16