MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Facilities Manager, the incumbent in this position supervises the maintenance and janitorial staff of the Albany Public Library in addition to the responsibility of performing required maintenance including general repairs, landscaping, and snow removal. Other responsibilities of this position might include training and scheduling of staff, scheduling routine building inspections, and working with the Facilities Manager in setting goals and work assignments.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises maintenance and janitorial staff;
- Performs required maintenance not covered by service contract including painting, repairs, electrical, carpentry, plumbing, landscaping, and snow removal;
- Trains staff in procedures of safety;
- Write schedules of staff;
- Contacts contractors to handle repairs;
- Approves supply purchases and orders as needed;
- Provides assistance in landscaping and snow removal;
- Schedules routine inspections such as fire, sprinklers, etc.;
- Maintains safety information including MSDS, OSHA, and inspections;
- Works with Facilities Manager to set goals and work assignments for the department;
- Performs and assists in fire drills and alarm systems;
- Available on call to handle emergencies as needed and contact appropriate personnel or contractor to handle the situation;
- Familiar with building HVAC, electrical and mechanical systems to determine if working properly;
- Fluent in Microsoft Word or Excel;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of tools, terminology and practices of several mechanical trades;
- Ability to plan and supervise the work of others;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree (or higher) in Facilities, Maintenance or related field and two (2) years experience, including supervisory; OR

B. Graduation from high school or possession of a high school equivalency diploma and three (3) years experience, including supervisory; OR

C. An 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.