



SARATOGA SPRINGS PUBLIC LIBRARY  
49 Henry Street, Saratoga Springs, NY 12866-3271  
(518) 584-7860 • Fax: (518) 584-7866 • [www.sspl.org](http://www.sspl.org)

## JOB POSTING

**Position:** Building Maintenance Worker (part-time)  
**Department:** Operations  
**Schedule:** Monday, Tuesday & Wednesday 8a-3:30p + 1 weekend day/month  
**Starting Salary:** \$20.00/hour (Sunday: \$30.00/hour)  
**Availability:** Immediate  
**Posted:** June 6, 2019

<b>Description</b>	This position is responsible for helping to maintain an environment conducive to a pleasant library experience by performing a variety of semi-skilled building maintenance, repair, and monitoring tasks to assist in ensuring that furniture, equipment, and mechanical systems are in good working order, and that library premises are clean, welcoming, and safe for patrons and staff. Incumbents may work independently or assist Maintenance Mechanics, Cleaners, or Library Building Monitors in performing assigned duties with latitude for independent planning and work execution. Incumbents may act as crew leader on an as-needed basis. In addition, the work may involve operation of motor equipment and hand and power tools. Work is performed under the direct supervision of the Working Supervisor. The incumbent does related work as required.
<b>Typical work activities</b>	<p><b><u>Building repair and maintenance duties</u></b></p> <ul style="list-style-type: none"><li>• Installs, uses, maintains, troubleshoots, and repairs Library plumbing, electrical wiring and equipment, HVAC, doors and windows, hardware, and varied mechanical equipment and machinery</li><li>• Performs light carpentry and cosmetic work, including: installation of shelving, storage cabinets and new hardware; painting; light remodeling of offices and meeting rooms</li><li>• Inspects property routinely to ascertain repair needs, and estimates materials required for repairs</li><li>• Operates a variety of hand and power tools and equipment—may include Library-owned motor vehicles, air compressors, cleaning equipment, and other motorized equipment</li><li>• Repairs windows, doors, floors, walls, and other fixtures, finishes, and hardware</li><li>• Performs light masonry activities, including: mixing plaster and concrete; assisting in laying brick; plastering walls; finishing concrete work, etc.</li></ul> <p><b><u>Patron interaction and behavior monitoring duties</u></b></p> <ul style="list-style-type: none"><li>• Provides support and back-up to Library Building Monitors, as required</li></ul> <p><b><u>General/grounds keeping/housekeeping duties</u></b></p> <ul style="list-style-type: none"><li>• Locks and unlocks the building and designated offices and rooms; arms and disarms alarm systems; turns lights off and on;</li><li>• Moves furniture between buildings and meeting rooms</li></ul>

<p><b>Typical work activities</b> <i>continued</i></p>	<ul style="list-style-type: none"> <li>• Sets up rooms for meetings by arranging chairs and tables, adjusting lighting, setting up easels, and providing limited audio-visual equipment support</li> <li>• Performs general grounds maintenance activities, including trash/brush removal, mowing lawns, and tending garden beds</li> <li>• Performs housekeeping activities as needed, including: replenishing rest room soap and paper products; rubbish removal; spill cleanup; sweeping/vacuuuming</li> <li>• Participates in a general snow removal program, including at walkways and parking lot—may involve the use of a snow blower/snow thrower and/or snow plow/spreader</li> <li>• Calls specialized cleaning contractor(s) as needed for emergency cleanup of potentially infectious materials (uncontained blood and bodily fluids)</li> <li>• Receives and directs deliveries as needed</li> <li>• Manages storage of materials and records receipt of materials</li> </ul>
<p><b>Work context requirements</b></p>	<ul style="list-style-type: none"> <li>• Standing or walking for prolonged periods</li> <li>• Bending</li> <li>• Sitting</li> <li>• Regularly lifting objects up to 10 lbs.</li> <li>• Occasionally lifting objects up to 50 lbs.</li> <li>• Telephone conversations and face-to-face interactions with library colleagues and patrons</li> <li>• Ability to operate a personal computer in order to access and retrieve information</li> <li>• Ability to perform work requiring considerable visual effort and concentration</li> </ul>
<p><b>Education and experience</b></p>	<ol style="list-style-type: none"> <li>1. Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree and ONE (1) YEAR of paid full-time experience in general building construction or maintenance work or a closely related field; OR</li> <li>2. Graduation from a regionally accredited New York State registered trade and TWO (2) YEARS of full-time paid experience in general building construction or maintenance work or a closely related field; OR</li> <li>3. Graduation from high school or possession of a high school equivalency diploma and THREE (3) YEARS of full-time paid experience in general building construction or maintenance work or a closely related field.</li> </ol> <p>NOTE: Appointees must demonstrate their capacity to meet the transportation needs involved in carrying out work responsibilities which may include travel to areas not served by public transportation.</p>
<p><b>Knowledge/Skills/Abilities</b></p>	<ul style="list-style-type: none"> <li>• <b>Good knowledge of:</b> customer service methods, practices, and procedures; English spelling, punctuation, and grammar</li> <li>• <b>Skilled in:</b> customer service; conflict resolution; verbal, written, and interpersonal communication; problem-solving; exercising reasonable and independent judgment and discretion; semi-skilled building and grounds maintenance and repair practices; hand and power tools and equipment used in building maintenance and repair</li> <li>• <b>Ability to:</b> understand and follow oral and written instructions; read, write, speak, understand and communicate in English sufficiently enough to perform the essential functions of the position; read and interpret plans, blueprints and mechanical drawings; lift and use heavy power and hand tools and equipment; analyze problems in a logical and systematic manner; organize, manage and complete projects timely and efficiently; work well</li> </ul>

<p><b>Knowledge/Skills/ Abilities</b> <i>continued</i></p>	<p>independently and as part of a team; express ideas clearly and concisely, both orally and in writing; read and comprehend library policies and procedures; remain calm and composed in difficult situations; deal effectively with angry or distraught individuals; use computer applications or other automated systems such as word processing, e-mail, and database software; be flexible and efficiently handle competing priorities and tasks; work effectively in a fast-paced, high-volume environment; establish and maintain effective working relationships with co-workers, library patrons, and the general public; help plan, coordinate, and supervise the work of others</p> <ul style="list-style-type: none"> <li>• <b>Demonstrate:</b> tact and courtesy in dealing with staff and public; empathy; adaptability to change; willingness to take on job challenges; reliability; attention to detail; strong commitment to intellectual freedom and patron privacy</li> <li>• Physical condition commensurate with the duties of the position</li> </ul>
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Please remit **a completed SSPL Application for Employment**  
 (obtain from Library or online at [http://www.sspl.org/documents/about/employee\\_application.pdf](http://www.sspl.org/documents/about/employee_application.pdf))  
 along with **cover letter** to:  
**SARATOGA SPRINGS PUBLIC LIBRARY**  
**ATTENTION: HUMAN RESOURCES | 49 HENRY STREET | SARATOGA SPRINGS NY 12866**