



## **BUILDING MAINTENANCE PERSON**

Dansville Public Library is seeking a Building Maintenance Person. The Building Maintenance Person is responsible for providing general maintenance to the Library building. Their main duties involve responding to maintenance requests, performing general regular maintenance duties, and attending to fundamentally all parts of the building and grounds, including the flooring, ceiling, walls, and systems like HVAC, plumbing, and electrical wiring.

Dansville Public Library is located in the heart of the village of Dansville, New York. Originally chartered in 1893, the Library serves all residents of the Dansville Central School District. It is one of 42 member libraries in the OWWL Library System, which covers Ontario, Wayne, Wyoming, and Livingston counties.

The Dansville Public Library, as a school district public library, is part of Livingston County Civil Service. The Building Maintenance position is a part-time, non-competitive Civil Service position.

### **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-worker. In either case, although a working knowledge of one or more trades is necessary, a Building Maintenance Person does not utilize the more skilled journey level techniques for any considerable portion of the time. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. The incumbent may provide direction to other library employees who are assigned to work on a specific job with the incumbent. A Building Maintenance Person does related work as assigned.

### **Typical Work Activities**

- Performs semi-skilled work in masonry, carpentry, electrical, and painting operations
- Helps to install and repair wiring systems and electric fixtures and equipment
- Repairs windows, doors, floors, walls and other parts of buildings
- Does interior and exterior painting where quantity rather than fine quality of work is the principal object
- Helps to install and repair general plumbing equipment such as sinks, toilets and baths
- 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.
- Operates automobiles, air compressors, and other motorized or automotive equipment
- Takes part in general grounds maintenance activities
- May work various hours and respond to after-hour emergency requests as required
- May maintain and repair grounds equipment
- Performs a variety of semi-skilled duties
- Performs other related duties as assigned



---

**Performance Knowledge, Skills, Abilities and Personal Characteristics**

- Good knowledge of modern buildings and grounds maintenance and repair practices for mechanical and electrical equipment
- Good mechanical and electrical aptitude
- Knowledge of small engine repair
- Manual dexterity
- Ability to set up, climb, and utilize all types of ladders and scaffolding
- Ability to perform activities in a variety of environments, temperatures, and weather conditions
- Ability to stoop, bend, and kneel; ability to lift and carry a minimum of fifty (50) pounds; physical condition commensurate with demands of the position.

**Minimum Civil Service Qualifications**

Applicants must meet the described qualifications in order to be approved by Livingston County Civil Service prior to hiring.

- Three years of full-time, paid experience in either general building construction or maintenance work in one or more of the standard building trades, such as carpentry, plumbing, or electrical.
- Possession of a valid New York State driver's license.
- Must be able to lift and carry a minimum of 50 pounds.
- Must be able to climb and work from ladders.
- Must be able to erect and work from scaffolding.
- Appropriate licensure must be maintained throughout employment.
- A driving record evidencing safe and responsible vehicle operation is required.
- Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

**Compensation & Benefits**

This is an 8-10 hour per week, part-time position, which may include some evenings and weekends.

Starting salary range is \$17.50-\$19.50 per hour, commensurate with experience. This position includes paid holidays, plus vacation, sick, and personal leaves, as well as the option to participate in the New York State Employee Retirement System.

**To Apply**

Send cover letter, resume, and application to the attention of Margo Prak, Library Director: [dansvillelibrarydirector@owwl.org](mailto:dansvillelibrarydirector@owwl.org) or deliver to: 200 Main St. Dansville, NY 14437.

Preference will be given to applications received by October 18, 2024.



## **BUILDING MAINTENANCE PERSON**

Dansville Public Library is seeking a Building Maintenance Person. The Building Maintenance Person is responsible for providing general maintenance to the Library building. Their main duties involve responding to maintenance requests, performing general regular maintenance duties, and attending to fundamentally all parts of the building and grounds, including the flooring, ceiling, walls, and systems like HVAC, plumbing, and electrical wiring.

Dansville Public Library is located in the heart of the village of Dansville, New York. Originally chartered in 1893, the Library serves all residents of the Dansville Central School District. It is one of 42 member libraries in the OWWL Library System, which covers Ontario, Wayne, Wyoming, and Livingston counties.

The Dansville Public Library, as a school district public library, is part of Livingston County Civil Service. The Building Maintenance position is a part-time, non-competitive Civil Service position.

### **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-worker. In either case, although a working knowledge of one or more trades is necessary, a Building Maintenance Person does not utilize the more skilled journey level techniques for any considerable portion of the time. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. The incumbent may provide direction to other library employees who are assigned to work on a specific job with the incumbent. A Building Maintenance Person does related work as assigned.

### **Typical Work Activities**

- Performs semi-skilled work in masonry, carpentry, electrical, and painting operations
- Helps to install and repair wiring systems and electric fixtures and equipment
- Repairs windows, doors, floors, walls and other parts of buildings
- Does interior and exterior painting where quantity rather than fine quality of work is the principal object
- Helps to install and repair general plumbing equipment such as sinks, toilets and baths
- 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.
- Operates automobiles, air compressors, and other motorized or automotive equipment
- Takes part in general grounds maintenance activities
- May work various hours and respond to after-hour emergency requests as required
- May maintain and repair grounds equipment
- Performs a variety of semi-skilled duties
- Performs other related duties as assigned



---

**Performance Knowledge, Skills, Abilities and Personal Characteristics**

- Good knowledge of modern buildings and grounds maintenance and repair practices for mechanical and electrical equipment
- Good mechanical and electrical aptitude
- Knowledge of small engine repair
- Manual dexterity
- Ability to set up, climb, and utilize all types of ladders and scaffolding
- Ability to perform activities in a variety of environments, temperatures, and weather conditions
- Ability to stoop, bend, and kneel; ability to lift and carry a minimum of fifty (50) pounds; physical condition commensurate with demands of the position.

**Minimum Civil Service Qualifications**

Applicants must meet the described qualifications in order to be approved by Livingston County Civil Service prior to hiring.

- Three years of full-time, paid experience in either general building construction or maintenance work in one or more of the standard building trades, such as carpentry, plumbing, or electrical.
- Possession of a valid New York State driver's license.
- Must be able to lift and carry a minimum of 50 pounds.
- Must be able to climb and work from ladders.
- Must be able to erect and work from scaffolding.
- Appropriate licensure must be maintained throughout employment.
- A driving record evidencing safe and responsible vehicle operation is required.
- Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

**Compensation & Benefits**

This is an 8-10 hour per week, part-time position, which may include some evenings and weekends.

Starting salary range is \$17.50-\$19.50 per hour, commensurate with experience. This position includes paid holidays, plus vacation, sick, and personal leaves, as well as the option to participate in the New York State Employee Retirement System.

**To Apply**

Send cover letter, resume, and application to the attention of Margo Prak, Library Director: [dansvillelibrarydirector@owwl.org](mailto:dansvillelibrarydirector@owwl.org) or deliver to: 200 Main St. Dansville, NY 14437.

Preference will be given to applications received by October 18, 2024.



## **BUILDING MAINTENANCE PERSON**

Dansville Public Library is seeking a Building Maintenance Person. The Building Maintenance Person is responsible for providing general maintenance to the Library building. Their main duties involve responding to maintenance requests, performing general regular maintenance duties, and attending to fundamentally all parts of the building and grounds, including the flooring, ceiling, walls, and systems like HVAC, plumbing, and electrical wiring.

Dansville Public Library is located in the heart of the village of Dansville, New York. Originally chartered in 1893, the Library serves all residents of the Dansville Central School District. It is one of 42 member libraries in the OWWL Library System, which covers Ontario, Wayne, Wyoming, and Livingston counties.

The Dansville Public Library, as a school district public library, is part of Livingston County Civil Service. The Building Maintenance position is a part-time, non-competitive Civil Service position.

### **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-worker. In either case, although a working knowledge of one or more trades is necessary, a Building Maintenance Person does not utilize the more skilled journey level techniques for any considerable portion of the time. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. The incumbent may provide direction to other library employees who are assigned to work on a specific job with the incumbent. A Building Maintenance Person does related work as assigned.

### **Typical Work Activities**

- Performs semi-skilled work in masonry, carpentry, electrical, and painting operations
- Helps to install and repair wiring systems and electric fixtures and equipment
- Repairs windows, doors, floors, walls and other parts of buildings
- Does interior and exterior painting where quantity rather than fine quality of work is the principal object
- Helps to install and repair general plumbing equipment such as sinks, toilets and baths
- 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.
- Operates automobiles, air compressors, and other motorized or automotive equipment
- Takes part in general grounds maintenance activities
- May work various hours and respond to after-hour emergency requests as required
- May maintain and repair grounds equipment
- Performs a variety of semi-skilled duties
- Performs other related duties as assigned



---

### **Performance Knowledge, Skills, Abilities and Personal Characteristics**

- Good knowledge of modern buildings and grounds maintenance and repair practices for mechanical and electrical equipment
- Good mechanical and electrical aptitude
- Knowledge of small engine repair
- Manual dexterity
- Ability to set up, climb, and utilize all types of ladders and scaffolding
- Ability to perform activities in a variety of environments, temperatures, and weather conditions
- Ability to stoop, bend, and kneel; ability to lift and carry a minimum of fifty (50) pounds; physical condition commensurate with demands of the position.

### **Minimum Civil Service Qualifications**

Applicants must meet the described qualifications in order to be approved by Livingston County Civil Service prior to hiring.

- Three years of full-time, paid experience in either general building construction or maintenance work in one or more of the standard building trades, such as carpentry, plumbing, or electrical.
- Possession of a valid New York State driver's license.
- Must be able to lift and carry a minimum of 50 pounds.
- Must be able to climb and work from ladders.
- Must be able to erect and work from scaffolding.
- Appropriate licensure must be maintained throughout employment.
- A driving record evidencing safe and responsible vehicle operation is required.
- Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

### **Compensation & Benefits**

This is an 8-10 hour per week, part-time position, which may include some evenings and weekends.

Starting salary range is \$17.50-\$19.50 per hour, commensurate with experience. This position includes paid holidays, plus vacation, sick, and personal leaves, as well as the option to participate in the New York State Employee Retirement System.

### **To Apply**

Send cover letter, resume, and application to the attention of Margo Prak, Library Director: [dansvillelibrarydirector@owwl.org](mailto:dansvillelibrarydirector@owwl.org) or deliver to: 200 Main St. Dansville, NY 14437.

Preference will be given to applications received by October 18, 2024.



## **BUILDING MAINTENANCE PERSON**

Dansville Public Library is seeking a Building Maintenance Person. The Building Maintenance Person is responsible for providing general maintenance to the Library building. Their main duties involve responding to maintenance requests, performing general regular maintenance duties, and attending to fundamentally all parts of the building and grounds, including the flooring, ceiling, walls, and systems like HVAC, plumbing, and electrical wiring.

Dansville Public Library is located in the heart of the village of Dansville, New York. Originally chartered in 1893, the Library serves all residents of the Dansville Central School District. It is one of 42 member libraries in the OWWL Library System, which covers Ontario, Wayne, Wyoming, and Livingston counties.

The Dansville Public Library, as a school district public library, is part of Livingston County Civil Service. The Building Maintenance position is a part-time, non-competitive Civil Service position.

### **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-worker. In either case, although a working knowledge of one or more trades is necessary, a Building Maintenance Person does not utilize the more skilled journey level techniques for any considerable portion of the time. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. The incumbent may provide direction to other library employees who are assigned to work on a specific job with the incumbent. A Building Maintenance Person does related work as assigned.

### **Typical Work Activities**

- Performs semi-skilled work in masonry, carpentry, electrical, and painting operations
- Helps to install and repair wiring systems and electric fixtures and equipment
- Repairs windows, doors, floors, walls and other parts of buildings
- Does interior and exterior painting where quantity rather than fine quality of work is the principal object
- Helps to install and repair general plumbing equipment such as sinks, toilets and baths
- 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.
- Operates automobiles, air compressors, and other motorized or automotive equipment
- Takes part in general grounds maintenance activities
- May work various hours and respond to after-hour emergency requests as required
- May maintain and repair grounds equipment
- Performs a variety of semi-skilled duties
- Performs other related duties as assigned



---

**Performance Knowledge, Skills, Abilities and Personal Characteristics**

- Good knowledge of modern buildings and grounds maintenance and repair practices for mechanical and electrical equipment
- Good mechanical and electrical aptitude
- Knowledge of small engine repair
- Manual dexterity
- Ability to set up, climb, and utilize all types of ladders and scaffolding
- Ability to perform activities in a variety of environments, temperatures, and weather conditions
- Ability to stoop, bend, and kneel; ability to lift and carry a minimum of fifty (50) pounds; physical condition commensurate with demands of the position.

**Minimum Civil Service Qualifications**

Applicants must meet the described qualifications in order to be approved by Livingston County Civil Service prior to hiring.

- Three years of full-time, paid experience in either general building construction or maintenance work in one or more of the standard building trades, such as carpentry, plumbing, or electrical.
- Possession of a valid New York State driver's license.
- Must be able to lift and carry a minimum of 50 pounds.
- Must be able to climb and work from ladders.
- Must be able to erect and work from scaffolding.
- Appropriate licensure must be maintained throughout employment.
- A driving record evidencing safe and responsible vehicle operation is required.
- Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

**Compensation & Benefits**

This is an 8-10 hour per week, part-time position, which may include some evenings and weekends.

Starting salary range is \$17.50-\$19.50 per hour, commensurate with experience. This position includes paid holidays, plus vacation, sick, and personal leaves, as well as the option to participate in the New York State Employee Retirement System.

**To Apply**

Send cover letter, resume, and application to the attention of Margo Prak, Library Director: [dansvillelibrarydirector@owwl.org](mailto:dansvillelibrarydirector@owwl.org) or deliver to: 200 Main St. Dansville, NY 14437.

Preference will be given to applications received by October 18, 2024.





## **BUILDING MAINTENANCE PERSON**

Dansville Public Library is seeking a Building Maintenance Person. The Building Maintenance Person is responsible for providing general maintenance to the Library building. Their main duties involve responding to maintenance requests, performing general regular maintenance duties, and attending to fundamentally all parts of the building and grounds, including the flooring, ceiling, walls, and systems like HVAC, plumbing, and electrical wiring.

Dansville Public Library is located in the heart of the village of Dansville, New York. Originally chartered in 1893, the Library serves all residents of the Dansville Central School District. It is one of 42 member libraries in the OWWL Library System, which covers Ontario, Wayne, Wyoming, and Livingston counties.

The Dansville Public Library, as a school district public library, is part of Livingston County Civil Service. The Building Maintenance position is a part-time, non-competitive Civil Service position.

### **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-worker. In either case, although a working knowledge of one or more trades is necessary, a Building Maintenance Person does not utilize the more skilled journey level techniques for any considerable portion of the time. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. The incumbent may provide direction to other library employees who are assigned to work on a specific job with the incumbent. A Building Maintenance Person does related work as assigned.

### **Typical Work Activities**

- Performs semi-skilled work in masonry, carpentry, electrical, and painting operations
- Helps to install and repair wiring systems and electric fixtures and equipment
- Repairs windows, doors, floors, walls and other parts of buildings
- Does interior and exterior painting where quantity rather than fine quality of work is the principal object
- Helps to install and repair general plumbing equipment such as sinks, toilets and baths
- 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.
- Operates automobiles, air compressors, and other motorized or automotive equipment
- Takes part in general grounds maintenance activities
- May work various hours and respond to after-hour emergency requests as required
- May maintain and repair grounds equipment
- Performs a variety of semi-skilled duties
- Performs other related duties as assigned



---

### **Performance Knowledge, Skills, Abilities and Personal Characteristics**

- Good knowledge of modern buildings and grounds maintenance and repair practices for mechanical and electrical equipment
- Good mechanical and electrical aptitude
- Knowledge of small engine repair
- Manual dexterity
- Ability to set up, climb, and utilize all types of ladders and scaffolding
- Ability to perform activities in a variety of environments, temperatures, and weather conditions
- Ability to stoop, bend, and kneel; ability to lift and carry a minimum of fifty (50) pounds; physical condition commensurate with demands of the position.

### **Minimum Civil Service Qualifications**

Applicants must meet the described qualifications in order to be approved by Livingston County Civil Service prior to hiring.

- Three years of full-time, paid experience in either general building construction or maintenance work in one or more of the standard building trades, such as carpentry, plumbing, or electrical.
- Possession of a valid New York State driver's license.
- Must be able to lift and carry a minimum of 50 pounds.
- Must be able to climb and work from ladders.
- Must be able to erect and work from scaffolding.
- Appropriate licensure must be maintained throughout employment.
- A driving record evidencing safe and responsible vehicle operation is required.
- Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

### **Compensation & Benefits**

This is an 8-10 hour per week, part-time position, which may include some evenings and weekends.

Starting salary range is \$17.50-\$19.50 per hour, commensurate with experience. This position includes paid holidays, plus vacation, sick, and personal leaves, as well as the option to participate in the New York State Employee Retirement System.

### **To Apply**

Send cover letter, resume, and application to the attention of Margo Prak, Library Director: [dansvillelibrarydirector@owwl.org](mailto:dansvillelibrarydirector@owwl.org) or deliver to: 200 Main St. Dansville, NY 14437.

Preference will be given to applications received by October 18, 2024.



## **BUILDING MAINTENANCE PERSON**

Dansville Public Library is seeking a Building Maintenance Person. The Building Maintenance Person is responsible for providing general maintenance to the Library building. Their main duties involve responding to maintenance requests, performing general regular maintenance duties, and attending to fundamentally all parts of the building and grounds, including the flooring, ceiling, walls, and systems like HVAC, plumbing, and electrical wiring.

Dansville Public Library is located in the heart of the village of Dansville, New York. Originally chartered in 1893, the Library serves all residents of the Dansville Central School District. It is one of 42 member libraries in the OWWL Library System, which covers Ontario, Wayne, Wyoming, and Livingston counties.

The Dansville Public Library, as a school district public library, is part of Livingston County Civil Service. The Building Maintenance position is a part-time, non-competitive Civil Service position.

### **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-worker. In either case, although a working knowledge of one or more trades is necessary, a Building Maintenance Person does not utilize the more skilled journey level techniques for any considerable portion of the time. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. The incumbent may provide direction to other library employees who are assigned to work on a specific job with the incumbent. A Building Maintenance Person does related work as assigned.

### **Typical Work Activities**

- Performs semi-skilled work in masonry, carpentry, electrical, and painting operations
- Helps to install and repair wiring systems and electric fixtures and equipment
- Repairs windows, doors, floors, walls and other parts of buildings
- Does interior and exterior painting where quantity rather than fine quality of work is the principal object
- Helps to install and repair general plumbing equipment such as sinks, toilets and baths
- 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.
- Operates automobiles, air compressors, and other motorized or automotive equipment
- Takes part in general grounds maintenance activities
- May work various hours and respond to after-hour emergency requests as required
- May maintain and repair grounds equipment
- Performs a variety of semi-skilled duties
- Performs other related duties as assigned



---

**Performance Knowledge, Skills, Abilities and Personal Characteristics**

- Good knowledge of modern buildings and grounds maintenance and repair practices for mechanical and electrical equipment
- Good mechanical and electrical aptitude
- Knowledge of small engine repair
- Manual dexterity
- Ability to set up, climb, and utilize all types of ladders and scaffolding
- Ability to perform activities in a variety of environments, temperatures, and weather conditions
- Ability to stoop, bend, and kneel; ability to lift and carry a minimum of fifty (50) pounds; physical condition commensurate with demands of the position.

**Minimum Civil Service Qualifications**

Applicants must meet the described qualifications in order to be approved by Livingston County Civil Service prior to hiring.

- Three years of full-time, paid experience in either general building construction or maintenance work in one or more of the standard building trades, such as carpentry, plumbing, or electrical.
- Possession of a valid New York State driver's license.
- Must be able to lift and carry a minimum of 50 pounds.
- Must be able to climb and work from ladders.
- Must be able to erect and work from scaffolding.
- Appropriate licensure must be maintained throughout employment.
- A driving record evidencing safe and responsible vehicle operation is required.
- Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

**Compensation & Benefits**

This is an 8-10 hour per week, part-time position, which may include some evenings and weekends.

Starting salary range is \$17.50-\$19.50 per hour, commensurate with experience. This position includes paid holidays, plus vacation, sick, and personal leaves, as well as the option to participate in the New York State Employee Retirement System.

**To Apply**

Send cover letter, resume, and application to the attention of Margo Prak, Library Director: [dansvillelibrarydirector@owwl.org](mailto:dansvillelibrarydirector@owwl.org) or deliver to: 200 Main St. Dansville, NY 14437.

Preference will be given to applications received by October 18, 2024.