Assistant Facilities Manager

Job Overview

Guilderland Public Library is seeking a full time, highly organized and detail oriented Assistant Facilities Manager to join our team. The ideal candidate will be responsible for ensuring a comfortable and welcoming environment for both patrons and staff.

Job Description

Supports the Facilities Manager in maintaining a safe, clean, well-functioning, and welcoming library environment for patrons and staff. Oversee daily maintenance tasks, coordinates event setups, focus on hands-on preventative maintenance, minor repairs, safety checks, and vendor coordination.

Essential Duties & Responsibilities

- Responsible for maintenance of facility and premises
- Monitor safety conditions in buildings to eliminate hazards.
- Basic Plumbing: Install replacement fixtures and clear stopped drains; repair leaks.
- Electrical: Change lights and lighting fixtures as needed.
- Basic Carpentry: Perform tasks related to wall, floor, and other building improvements.
- Painting and Drywall: Prep walls, repair drywall, and painting.
- HVAC: Perform basic preventative maintenance, changing filters, and cleaning.
- Outdoor: Assist in lawn care, parking lot upkeep, exterior building maintenance, snow and ice removal from walkways
- Assist with opening or closing procedures
- Maintain job knowledge by staying current with library policies and procedures, work-related emails, and training documents and by attending meetings and trainings as assigned.

- Set up and tear down furniture, shelving for library programs, meetings, and public events.
- Assist and serve as backup to other facilities employees.
- Perform other related duties as required.

Full Performance Knowledge, Skills, Abilities And Personal Characteristics

- Thorough knowledge of the practices, tools and equipment used in the maintenance and repair of buildings and equipment
- Good knowledge of the work of skilled tradesmen; Ability to read and interpret blueprints
- Ability to understand complex oral and written directions; mechanical aptitude; good judgment
- Communicate effectively with supervisor and team members
- Work independently and as part of a team

Physical requirements

- Good physical stamina and ability to perform repetitive tasks
- Ability to lift and carry up to 50 pounds occasionally
- Ability to push and pull carts and equipment

Minimum Qualifications: *EITHER:*

A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid experience in large scale building maintenance operations or one of the recognized skilled trades; *OR,*

B. Five (5) years of paid experience in one of the recognized skilled trades or general building maintenance work.

To Apply

Please submit a cover letter, and resume to Alison Rodrigues- Jadav at jadava@guilderlandlibrary.org

Job Type: Full-time

Salary - $50,000 - $55,000 annually

Employment at the Guilderland Public Library is governed by Albany County Civil Service. There is no current list or exam for this title, and it is being submitted for the NY HELPS Program.

The Civil Service job description, including responsibilities and qualifications is attached.

Note: This job description is a general overview of the position and is not intended to be an exhaustive list of duties and responsibilities.

Deadline - December 10, 2026

Expected hours

37.5 hours per week

Afternoon / Evening Shift

Rotating schedule, Rotating weekend hours

Benefits

- Employee Assistance Program
- Health/ Dental/ Vision insurance
- Paid time off
- NYS Retirement Plan
- CSEA Union Membership

Ability to Relocate:

- Guilderland, NY 12084: Relocate before starting work (Required)

Ability to Commute:

- Guilderland, NY 12084 (Required)

Work Location

- In person