**Facilities, Construction Management and Operations**
**Laborer**
**JOB ID# 16764**

## About the Office:

The Facilities, Construction Management and Operations unit is responsible for overseeing the maintenance of city-owned buildings occupied by units of the Mayor's Office including historic City Hall. In addition, the unit works on project to create, improve and streamline office space for staff of the Mayor's Office and other city agencies such as building-out office space using the open office plan, renovation projects to upgrade the infrastructure of Mayoral Office facilities, and conservation of valuable public artifacts located in various city-owned and land-marked buildings.

## About the Role:

The Facilities, Construction Management and Operations unit is seeking for a motivated individual with hand-eye coordination and the ability to understand and communicate information. The Laborer will perform semi-skilled laboring work; does related work as required and execute other tasks requested by the Director and Supervisor which include but not limited to:

- Load and unload vans/trucks while delivering office supplies daily to Mayoral agencies.
- Transporting office furniture; as needed.
- Deliver water bottles and pick up empty bottles returned by the agencies.
- Assist supply Director with supply deliveries and put them on shelves; and heavy lifting of water coolers, water bottles, as needed.
- Assist with hanging pictures, whiteboards, cabinets and TV's; as needed.
- Assist with large office moves, and preparing a job site.
- Setting and breakdown of office furniture/cubicles and components.
- Troubleshoot problems and perform minor repairs.
- Assist as a driver for the Mayor's office mail room with mail pick-up and general mailings, including delivery to the Post Office and special deliveries; as needed.
- Ability to lift up to 50 pounds.

## Qualifications:

- High school diploma or equivalent and 1- 2 years of experience in the field or in a related area as a laborer;
- Knowledge of commonly-used concepts, practices and procedures within the laborer field;
- Excellent organization skills, interpersonal and customer service skills;
- Professional and courteous office demeanor;
- Ability to manage multiple tasks;
- Ability to communicate information is essential;
- Knowledge of use of basic tools such as power drills;

**Salary:** Commensurate with experience.

**To Apply:** Please submit a resume, cover letter and three (3) references to Candidate Application

**New York City Residency Is Required Within 90 Days Of Appointment**
**The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers**