

Notice of Job Opening

Position:

Custodial Worker

Applicants must meet the requirements as outlined in the enclosed job description.

Upon acceptance of the position, you may be permanently or temporarily assigned to other units as operationally needed, in accordance with the relevant collective bargaining agreement.

PLEASE NOTE: This position's civil service jurisdictional classification is labor.

Department:

Albany Police Department

Vacancies to be filled:

2

Rate of Pay:

\$38,378 Annually

Schedule:

8:00 a.m. – 4:00 p.m.

Application Deadline:**Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Preference:

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is manual work calling for the efficient performance of building cleaning, groundskeeping and snow removal tasks. The incumbent performs routine building cleaning and outside ground maintenance tasks. Cleaning tasks are performed according to a well-established procedure and involve some heavy work requiring physical strength and ability. This position is distinguished from that of a Cleaner by the heavier nature of the work performed and because of involvement in outside grounds maintenance activities. The work is performed under the supervision of a higher level custodial employee. Supervision over the work of others is not a responsibility of employees in this class. The difference between Custodial Worker and Custodial Worker II is that the Custodial Worker I performs lighter type work.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Sweeps and mops floors, stairs and halls;
- Mows lawns, trims shrubs, rakes leaves and performs other groundskeeping tasks as assigned;
- Strips and waxes floors and halls using heavy machinery;
- Performs general cleaning of rooms: dusting furniture; washing and cleaning walls, work benches and areas, blackboards, desks, windows, sinks, showers, toilets and locker rooms;
- Empties wastepaper baskets, disposes rubbish from large barrels into removal truck containers;
- Operates heavy rug shampoo equipment;
- Clears snow and ice from sidewalks, doors, entryways and parking lots;
- Maintains grounds by picking up trash and debris;
- Arranges chairs, tables and other equipment in buildings for special events;
- May unload truck deliveries, stock shelves, issue supplies, and perform other heavy lifting and moving tasks;
- May perform minor maintenance tasks such as replacing light bulbs, etc.;
- May act as watchman when needed.
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of building cleaning practices, supplies and equipment;
- Good ability to use cleaning equipment economically and efficiently;
- Ability to follow oral and written directions;
- Ability to perform heavy manual cleaning, lifting and minor grounds maintenance tasks;
- Willingness to perform routine cleaning and other manual tasks;
- Ability to get along with others;
- Ability to lift a minimum of fifty (50) pounds;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required

SPECIAL REQUIREMENTS: *For Albany Public Library:* A valid New York State driver's license is required at the time of appointment and for the duration of employment.

Revised: 2000
1/6/16
2/28/18