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Mayor

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## Notice of Job Opening

**Position:** Custodial Worker

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

\*PLEASE NOTE that this position’s civil service jurisdictional classification is labor.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted a reasonable accommodation for religion or disability. If you offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the office of Human Resources.

**Department:** Police Department

**Number of Vacancies to be filled:** 1

**Rate of Pay:** 32,282.00/year @ 40 hours/week  
(1) Monday – Friday: 8:00 am to 4:00 pm

**Schedule:** \*\* Schedules may change based upon the needs of the Police Department

**Application Deadline:** **Until filled**  
All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Union Preference:** NO

**Residency Requirement:** YES  
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Monday, April 19, 2021.**

## **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