

POSITION AVAILABLE

Issued: 8/7/2019

www.hammondspportcsd.org

Hammondspport Central School is currently recruiting candidates for the provisional position of

Custodian

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the performance of routine building cleaning and semi-skilled maintenance tasks. The work is carried out in accordance with well-established standard building cleaning and maintenance techniques and procedures and involves the efficient and economical performance of a wide variety of tasks usually following a well-established routine. An incumbent may be responsible for the cleanliness of and minor maintenance in a small building or work under supervision of a higher-ranking employee in a larger building. Depending upon the organizational structure at the location where employed, work is performed under the direct supervision of either a higher ranking custodial/maintenance/buildings and grounds employee or a department/school district administrator, with some leeway being allowed the incumbent for the exercise of independent judgment in the performance of those duties which follow established routines but with more detailed instructions being given for and closer supervision being exercised over those assigned tasks which are out of the ordinary or more difficult than usual. Direct supervision may be exercised over the work of subordinate Cleaners, Laborers, or Student Aides. Does related work as required.

TYPICAL WORK ACTIVITIES

- Sweeps, mops, strips, waxes and buffs floors, and vacuums carpeted areas;
- Washes walls and windows, cleans chalkboards and erasers, dusts desks, woodwork, furniture and other equipment, and performs a variety of other cleaning duties;
- Mops, cleans and disinfects lavatories and locker rooms and replaces soap and towels;
- Makes minor repairs to furniture items, electrical fixtures, windows and window blinds, locks, faucets and other plumbing fixtures, heating units, and other equipment;
- Empties waste baskets, separates recyclables, and collects and disposes of trash;
- Assists in the operation of an oil or gas fired low-pressure steam, hot water or hot air heating system;
- Locks and unlocks buildings and rooms at appropriate times and in general maintains security of assigned areas;
- Receives, moves and stores incoming goods and supplies;
- Arranges chairs, tables, and other equipment in preparation for various uses of buildings, including special programs and meetings;
- Performs a variety of errands relating to custodial tasks;
- May mow lawns, trim shrubs, rake leaves, remove snow and ice from walks and driveways, and perform a variety of other groundskeeping tasks, as assigned; and
- Other related duties and responsibilities as may be assigned:

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Good knowledge of building cleaning methods, supplies and equipment;
2. Working knowledge of minor routine building maintenance practices in the areas of carpentry, plumbing, and electricity;
3. Skill in the economical and efficient use and operation of building cleaning and maintenance supplies, equipment, and tools;
4. Ability to acquire knowledge of the operation and maintenance of building heating, ventilating and air conditioning equipment;
5. Ability to understand and carry out simple oral and written instructions relating to custodial tasks;
6. Ability to get along well with others;
7. Manual dexterity;
8. Good motor and hand and eye coordination; neatness and cleanliness;
9. Initiative and resourcefulness;
10. Honesty and integrity;
11. Good character and reputation;
12. Willingness to work outdoors, at times under adverse weather con; and
13. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

One year of full-time or equivalent part-time paid experience in building cleaning and/or semi-skilled maintenance activities.

SALARY/BENEFITS

- ✓ Hourly rate per current HESPA contract for this 12-month position, starting hourly rate \$12.86
- ✓ NYS Retirement and an excellent benefits package per HESPA contract.

Send a cover letter, resume, and completed Steuben County Civil Service application by September 6, 2019 to:

Nancy Clark, District Clerk
Hammondsport Central School
8272 Main Street
Hammondsport, New York 14840

* Official Civil Service application and fingerprint processing information can be found at www.hammondsportcsd.org under District/Employment Opportunities.