

PLEASE POST CONSPICUOUSLY

June 19, 2009

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Custodial Worker (Part-time)
Albany Police Department

The **Albany Police Department** has one (1) vacancy for the position of **Custodial Worker (Part-time)** at the rate of **\$11,322.00/year @ 19 hours/week**. The schedule for this position is as follows:

Hours vary

Applicants must meet the requirements as outlined in the attached job description. This is a Labor class Civil Service position.

Anyone who is interested in applying for this job should forward a resume AND application to City of Albany, Department of Administrative Services, City Hall Room 301, Albany, New York 12207 to be received no later than **Monday, July 6, 2009**.

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
MONDAY, JULY 6, 2009

An Equal Opportunity/Affirmative Action Employer

CUSTODIAL WORKER I & II

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 I 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;
- Physical strength;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Custodial Worker I: None is required

Custodial Worker II: One (1) year of custodial work experience.