



JOB POSTING #144
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
APSUE Employment Opportunity

Date of Posting: May 31, 2019

Position(s): Building Maintenance Worker

Location(s): Albany High School

Requirement: Transfer or Appropriate Civil Service Exam.
For a Civil Service test application and study guide contact:
City of Albany Civil Service
24 Eagle Street, Room 301
Albany, NY 12207

Salary: \$36,885.23

Deadline for Applying: June 14, 2019, 4:00 pm

Basic Functions:

- Performs routine building cleaning and outside grounds maintenance tasks in a school district; does related work as required.

Responsibilities:

- This is manual work calling for the efficient performance of school building cleaning, grounds keeping and snow removal 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 supervision of a higher level custodial employee.
- Supervision over the work of others is not a responsibility of employees in this class.
- Sweeps and mops floors, stairs and halls including classrooms, cafeterias, gyms, auditoriums and locker rooms.
- Mows laws, trims shrubs, rakes leaves and performs a variety of other grounds keeping tasks as assigned.
- Strips and waxes floors and halls using heavy machinery.

- Performs general cleaning of school rooms involving dusting furniture and washing and cleaning walls, blackboards, desks, windows, sinks, showers, toilets and locker rooms.
- Empties wastepaper baskets and disposes of school rubbish from large barrels into removable truck containers.
- Operates heavy rug shampoo equipment.
- Clears snow and ice from school sidewalks, doors, entryways and parking lots
- Arranges chairs, tables and other equipment for special use of school buildings, such as PTA meetings, assemblies, graduation, etc.
- May unload truck deliveries, stock shelves and perform other heavy lifting and moving tasks
- Maintains the school grounds by picking up trash and debris.
- May deliver packages and messages.

Required Knowledge, skills and abilities:

- Working knowledge of building cleaning practices, supplies and equipment and ability to use them 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, and good physical condition.

MINIMUM QUALIFICATIONS:

- a) Two (2) years of full-time paid work experience as a helper or laborer in one or more of the mechanical or construction trades; **OR**
- b) Two (2) years of full-time paid experience as a maintenance laborer; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Send a cover letter, resume and application to:

E-mail: humanresources@albany.k12.ny.us

City School District of Albany

Office of Human Resources

1 Academy Park

Albany, N.Y. 12207

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