



JOB POSTING #216

PLEASE POST

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

Date of Posting: April 10, 2018

Position(s): Custodian, 2nd Shift

Location(s): Edmund J. O'Neal Middle School of Excellence

Qualifications: 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: \$40,969.27 plus 5% night shift differential

Deadline for Applying: Continuous until filled

Basic Functions:

- Working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently.
- Knowledge of operation and maintenance of building heating equipment and the ability to make minor mechanical repairs and performs a variety of routine maintenance tasks.
- The ability to understand and carry out written and oral instructions and ability to get along well with others.
- Demonstrated ability to plan and supervise the work of a small number of subordinates, along with the willingness to perform custodial and other heavy manual work.

Responsibilities:

- Sweeps, mops and waxes floors, cleans walls and windows, dusts furniture, and performs other cleaning duties.
- Receives, unloads, moves and stores incoming school supplies and small equipment.
- Secures building, locks/unlocks doors and gates and sets alarms.
- Consults with supervisor and reports on any problems or breakdowns.
- Mows lawns, trims shrubs, rakes leaves, removes snow and ice from walks and driveways and performs a variety of other ground keeping tasks.
- Completes small painting projects.
- Does related work as required.

Send a cover letter, resume and application to:

Email: 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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