



<b>Position:</b>	Cleaner –Full-time, 12 month, Unit, Civil Service position.
<b>Location:</b>	The Northern Catskills Occupational Center in Grand Gorge.
<b>Qualifications:</b>	Cleaning and/or maintenance in a school setting is desirable but not mandatory.
<b>Responsibilities:</b>	<p>The successful candidate will maintain the building facilities in a condition of operating excellence, cleanliness and safety; must be willing to be flexible during shift to complete priority tasks and able to lift up to 50 lbs.; shift schedule is 2 p.m. to 10 p.m. Knowledge of mechanical systems, attention to detail and commercial cleaning preferred. Valid Driver’s License required.</p> <p style="text-align: center;"><b><u>Civil Service Job Description:</u></b></p> <p><b>Distinguishing Features of the Class:</b> This work involves responsibility for physical work involving the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure and maintenance tasks are performed under direct supervision or according to specific instructions. The work is performed under the direct supervision of a Building Maintenance Worker or other school administrator. Does related work as required.</p> <p><b>Typical Work Activities (Illustrative Only):</b></p> <ul style="list-style-type: none"> <li>• Sweeps, mops and washes floors and stairs;</li> <li>• Uses heavy mechanical equipment in stripping, waxing and polishing floors;</li> <li>• Dusts chairs, tables, desks and other furniture;</li> <li>• Polishes furniture and brass</li> <li>• Empties wastebaskets, collects and disposes of trash;</li> <li>• Arranges chairs and tables and other equipment for special use of building;</li> <li>• Repairs window shades, replaces lights bulbs, soap and towels;</li> <li>• Moves furniture, supplies and other equipment</li> <li>• Cleans walls, bath fixtures, equipment, beds and furniture daily;</li> <li>• May clear snow and ice from walks;</li> <li>• May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds keeping tasks assigned;</li> <li>• May assist in the operation and maintenance of an oil or gas fired low pressure heating system;</li> <li>• May be required to wash outside of windows at extreme heights;</li> <li>• May sand and repair desks, tables and chairs;</li> <li>• May assist in making minor plumbing, carpentry and electrical repairs;</li> <li>• May load and unload trucks.</li> </ul> <p><b>Full Performance Knowledge, Skills and Abilities:</b> Working knowledge of common cleaning, disinfecting methods, materials and equipment; skill in the use of cleaners and maintenance equipment (e.g., vacuum cleaner, carpet shampooer and floor buffer); skill in the use of grounds maintenance tools and equipment (e.g., trimmers, mowers, snow blowers, chain saw); ability to understand and follow simple oral and written directions; ability to lift heavy objects and perform work requiring bending, climbing, reaching and repetitive motion; willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors; thoroughness; physical condition commensurate with the demands of the position.</p>
<b>Application Deadline:</b>	January 27, 2020
<b>Starting Date:</b>	Anticipated February 2020.
<b>Starting Salary:</b>	Salary per Education Support Professionals Contract.
<b>Apply To:</b>	A completed application which should include an updated cover letter, updated resume and at least three professional references can be submitted at <a href="http://www.olasjobs.org/southern">www.olasjobs.org/southern</a> .

**Further Information  
Contact:**

humanresources@oncboces.org

**Additional Information:**

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

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