

Please Post Conspicuously

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Building Services**  
***Cleaner – Part Time***

**\$15.0984/hour**

**DATED: March 22, 2023**

**LAST DAY FOR FILING: April 4, 2023**  
**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** 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.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Sweeps, mops and washes floors and stairs;
- Uses heavy mechanical equipment in stripping, waxing and polishing floors;
- Dusts chairs, tables, desks and other furniture;
- Polishes furniture and brass;
- Empties wastebaskets, collects and disposes of trash;
- Arranges chairs and tables and other equipment for special use of building;
- Repairs window shades, replaces light bulbs, soap and towels;
- Moves furniture, supplies and other equipment;
- Cleans walls, bath fixtures, equipment, beds and furniture daily;
- May clear snow and ice from walks;
- May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds keeping tasks assigned;
- May be required to wash outside of windows at extreme heights;
- May load and unload trucks.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** 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; ability to perform routine cleaning tasks.

**MINIMUM QUALIFICATIONS:** None are required.

**CLASSIFICATION:** Labor

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)