



**JOB POSTING #349**  
**PLEASE POST**

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

**Date of Posting:** May 17, 2017

**Position(s):** Head Custodian, 1<sup>st</sup> Shift (2 positions anticipated)

**Location(s)** District Wide

**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:** \$46,264.20

**Effective Date:** July 1, 2017

**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 be able 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.
- Responsible for custodial and minor maintenance work in any assigned building or buildings.

**Responsibilities:**

- Make regular inspections of assigned school buildings and grounds to maintain proper cleaning procedures and makes recommendations for improvements and new equipment
- Assigns and schedules cleaning and minor maintenance tasks to custodial employees, instructs them in proper use of equipment and tools, how to perform tasks and makes spot checks to insure proper cleaning procedures are followed

- Checks to insure that building is heated, lighted, cleaned, locked and unlocked and in readiness for all activities
- Supervises and participates in the operation and minor maintenance of boilers and related heating equipment including maintaining heating levels by adjusting thermostats, cleaning oil filters, checking oil level, checking safety valves, greasing boiler pumps and motors and keeping boiler supplies with fuel oil
- Orders custodial supplies and cleaning products, paper goods, and fuel oil and maintains an inventory of supplies
- Oversees the receipt, distribution and storage of incoming school supplies
- May perform minor preventative building maintenance and contacts the Supervisor of Building and Grounds for major or complicated repair work, which is contracted out
- Assigns and schedules tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment and checks to determine if assignments are carried out
- Supervises and participates in a variety of ground keeping functions including mowing lawns, trimming shrubs, raking leaves, shoveling snow and ice from walks and cleaning up debris. Performs minor repairs and preventive maintenance. Complete small painting projects. Does related work

**Send a cover letter, resume and application to:**

**E-mail: [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)**

City School District of Albany

Office of Human Resources

1 Academy Park

Albany, NY 12207

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