



JOB POSTING #217 - revised
PLEASE POST

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

<u>Date of Posting:</u>	April 13, 2018
<u>Position(s):</u>	Senior Custodian, 1 st Shift
<u>Location(s)</u>	Thomas O'Brien Academy of Science and Technology
<u>Requirement(s):</u>	Transfer or Appropriate Civil Service Exam
<u>Salary:</u>	\$43,708.74
<u>Deadline for Applying:</u>	Continuous until filled

Basic Functions: The work of employees in this class is distinguished by responsibility for supervising the efficient and economical cleaning and minor maintenance of a larger school building. The position differs from custodian in that it involves greater supervisory responsibilities at a larger school. Work is performed under general supervision of a higher level member of a custodial staff with leeway for the use of independent judgment in keeping the building up to approved standards of cleanliness and operation. Supervision is exercised over the work of a small number of subordinate custodial personnel.

Responsibilities:

- Supervises and participates in building cleaning activities including washing, mopping and waxing floors, cleaning halls, window, stairs, classrooms, bathrooms, showers, locker rooms, gyms, auditorium etc.
- Operates or checks the operation of boilers and heating equipment, adjusts and checks thermostats, checks oil lever and compression of boiler
- Supervises and participates in the cleaning of hot water boilers, may perform a variety of minor carpentry, plumbing, electrical, mechanical or other building maintenance tasks
- Supervises and participates in a variety of grounds keeping functions including mowing lawns, trimming shrubs, raking leaves, shoveling snow and cleaning up debris
- Checks to insure that buildings are heated, cleaned, locked or unlocked and in readiness for all activities
- May order custodial supplies, materials and equipment to keep inventory records
- Consults with superior regarding any major maintenance problems or breakdowns
- Oversees disposing of trash inside the school or on the school grounds

- Supervises and participates in the receiving, unloading, moving and storing of incoming school supplies and small equipment
- May supervise or perform lubrication of a variety of school equipment and machinery
- Prepares activity records and reports related to the work
- Other duties as assigned

Minimum Qualifications:

- **Promotional:** One (1) year of permanent competitive status as a **Custodian** with the **City of Albany School District** and employed by the **City of Albany School District** as a **Custodian** at the time of appointment.
- **Open-Competitive:**
 - A. One (1) year of fulltime paid supervisory experience in building cleaning and minor maintenance work; **OR**
 - B. Two (2) years of fulltime paid experience in building cleaning and minor maintenance work; **OR**
 - C. An equivalent combination of training and experience.

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, NY 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.