



CAPITAL REGION BOCES

JOB OPENINGS

CIVIL SERVICE POSITIONS~CERTIFICATED POSITIONS

Vacancy Number:	2018-85
Position:	Custodial Worker
Location:	Career and Technical Education/Albany Campus
Basic Function:	This is routine and repetitive manual work calling for 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. Supervision is received from a custodian or other superior. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.
Qualifications:	<p>None</p> <p>Vacancies are filled by certified list provided by Albany County Civil Service. Should no certified list be available, candidates appointed to this position will be serving in a provisional appointment in accordance with New York State Civil Service Law. The candidate must successfully complete a competitive examination and be eligible for appointment in accordance with Civil Service Law and the Civil Service Rules for Albany County to obtain a permanent appointment.</p>
Responsibilities:	<ul style="list-style-type: none"> • Sweeps and mops floors and stairs; • Dusts desks, woodwork, furniture and other equipment; • Washes windows, walls, blackboards, sinks and other fixtures; • Polishes furniture and metal furnishings; • Empties waste baskets, collects and disposes of rubbish; • Clears snow and ice from walks; • May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned; • Assists in the cleaning of rugs and tile flooring using machines specially designed for cleaning of such surfaces; • Delivers packages and messages; • Places and removes traffic safety signs; • Arranges chairs and tables and other equipment for special use of administration building; • Repairs window shades, replaces light bulbs, soap and towels; • Paints rooms and equipment and assists in making minor plumbing, carpentry, and electrical repairs. • Working knowledge of building cleaning practices, supplies and equipment; • Ability to follow simple oral and written instructions; • Willingness to perform routine cleaning and other manual tasks; • Ability to get along well with others; • Thoroughness; • Dependability; • Good physical condition.
Starting Date:	September 28, 2017
Application Deadline:	September 15, 2017
Starting Salary:	\$28,068-\$30,137 prorated to the amount of service rendered. The selected applicant will be subject to a fingerprint supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001.
Apply To:	CRBRecruitment@neric.org which should include your letter of interest and resume.

An Equal Opportunity Employer

To view our policy, go to our website at <http://capregboces.org/Employment/Index.cfm>

Further Information Contact:	Capital Region BOCES 900 Watervliet-Shaker Rd. Albany, NY 12205
Date:	September 8, 2017