



SENECA COUNTY



AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES

**SENIOR CUSTODIAN
\$18.41 per hour**

Full Benefits including NYS Retirement

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

MINIMUM QUALIFICATIONS: Either:

Two years of experience in building cleaning and minor maintenance activities; one year of which must have been supervisory.

DISTINGUISHING FEATURES OF THE CLASS:

The work of employees in this class is distinguished by responsibility for the efficient and economical cleaning and maintenance of a variety of building sites. Work is performed under general supervision with some leeway for use of independent judgement in keeping the building sites up to approved standards of cleanliness and operation. Supervision is exercised over the work of cleaning and/or custodial personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; working knowledge of the day to day operations of multiple buildings; ability to understand and carry out oral and written directions; ability to lead and supervise the work of others; willingness to perform custodial and other manual tasks; thoroughness; dependability; ability to interact in a professional manner with all department and building staff; physical condition commensurate with the duties of the position.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

November 16, 2018
Or until position is filled

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Supervises and participates in all building cleaning activities;

Creates and assigns written job instructions to subordinates appropriate to the building sites and staff involved;

Gives instructions in the use of building cleaning supplies, materials and related equipment, and checks to see that assignments are carried out meeting departmental standards and expectations;

Participates in safety and other related required trainings meeting OSHA standards and requirements;

May perform a variety of semi-skilled building maintenance tasks;

Checks to insure that buildings are heated, cleaned, locked, security alarms armed, and in readiness for all activities on a daily basis;

Consults and reports to supervisor regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;

Requisitions and maintains an inventory of cleaning supplies as required;

Maintains activity records and reports.

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