



## **JOB POSTING #9**

### **PLEASE POST**

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

**Date of Posting:** July 3, 2018

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

**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:** \$40,969.27 plus 5% night shift differential

**Deadline for Applying:** July 17, 2018, 4:00pm

#### **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 ability 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.

#### **Responsibilities:**

- Sweeps, mops and waxes floors, cleans walls and windows, dusts furniture, and performs other cleaning duties.
- Receives, unloads, moves and stores incoming school supplies and small equipment.
- Secures building, locks/unlocks doors and gates and sets alarms.
- Consults with supervisor and reports on any problems or breakdowns.
- Mows lawns, trims shrubs, rakes leaves, removes snow and ice from walks and driveways and performs a variety of other ground keeping tasks.
- Completes small painting projects.
- Does related work as required.

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

Email: [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

City School District of Albany  
Office of Human Resources  
1 Academy Park  
Albany, N.Y. 12207

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