



NIAGARA COUNTY JOB POSTING

DATE POSTED: 5/22/23 DEADLINE: 6/11/23

POSITION TITLE/ #: Building Attendant #13355

POSITION CLASS: Non-competitive

PAY RATE: \$16.46 WEEKLY HOURS: 40

DEPARTMENT/DIVISION: DPW - Buildings & Grounds

WORK LOCATION: TBD

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Jeffrey Gaston, Deputy Commissioner

ADDRESS: 59 Park Ave, Lockport, NY 14094

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Permanent

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

TYPICAL WORK ACTIVITIES: 1. Sweeps and mops floor, vacuums rugs, strips and buffs floors; 2. Washes windows and cares for window appointments; 3. Dusts and polishes woodwork, furniture, and other articles; 4. Collects paper and rubbish; 5. Services and cleans lavatories; 6. Monitors supply inventory and informs the supervisor what supplies should be ordered and when to order; 7. Assists in receiving, unloading, and storing supplies and materials; 8. Replaces light bulbs, desk blotters, etc.; 9. Supervises Cleaners; 10. May deliver packages and supplies; 11. May be assigned to do outside cleaning or unskilled grounds-keeping tasks, snow removal, sweeping, etc.; 12. Travels to multiple buildings when assigned.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year full-time paid experience in large-scale cleaning maintenance of buildings. Experience must be the primary function of the job and cannot be incidental.

SPECIAL REQUIREMENT: Possession of a valid New York State drivers license at time of appointment and for duration of employment.

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

Form Revised 4/4/2023