



NIAGARA COUNTY JOB POSTING

DATE POSTED: 11/16/23 DEADLINE: 11/29/23

POSITION TITLE/ #: Cleaner/Laborer - position #13892 & 13893

POSITION CLASS: Non-competitive

PAY RATE: \$16.35 - \$18.07/hour WEEKLY HOURS: 40

DEPARTMENT/DIVISION: DPW - Buildings & Grounds

WORK LOCATION: 59 Park Avenue, Lockport, NY 14094

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 Avenue, 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

Performs routine building cleaning and unskilled/semi-skilled manual work. This is manual work requiring the efficient performance of routine building cleaning and maintenance tasks. Incumbents may be assigned routine repair tasks. The responsibility of an employee in this class involves only the thorough execution of tasks following a well-established routine. Direct and general supervision is received from an assigned superior. Does related work as required.

Typical Work Activities: 1. Cleans and services kitchens, offices, rooms, clinics, halls, stairs, laboratories and other similar units; 2. Sweeps, mops, and waxes floors, using brooms, sweepers, and polishers; 3. Dusts furniture and equipment with rags and polish; 4. Washes inside windows and cleans window sills; 5. Cleans and services lavatories with paper and soap; 6. Cleans and polishes glass panels in doors and partitions; 7. Collects paper and trash inside and outside of building and properly disposes of them; 8. May perform a variety of related tasks or routine duties, such as

collecting papers and garbage, changing light bulbs; 9. Assists with outside work such as sweeping walks, cutting lawns, trimming hedges, and the upkeep of gardens and landscaping around outside of building; 10. Assist with light maintenance as required. 11. Opens and closes building as required; 12. Operates cleaning and related equipment; 13. Removes trash and recycling bins to curb or dumpster and returns containers; 14. Assists in snow removal and salting of walks and stairs; 15. May assist with putting away supplies and equipment as needed; 16. May deliver mail, packages, and supplies; 17. Fills in other cleaning positions as assigned; 18. May be assigned to assist in other buildings and sites;

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT: When assigned to deliver mail, packages, and supplies or when traveling between buildings is necessary, the employee must possess a valid New York State driver's 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