

The Oneonta Housing Authority is currently accepting applications for full-time Custodial Workers. Applications and a job description may be found at [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or at the personnel office on the second floor of City Hall. Completed applications may be submitted to the personnel office in person or by mail. Please call 607-432-0670 or email [personnel@oneonta.ny.us](mailto:personnel@oneonta.ny.us) with questions. EOE

## **CUSTODIAL WORKERS**

**GENERAL STATEMENT OF DUTIES:** Performs routine building cleaning tasks; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine manual work requiring the performance of simple building cleaning tasks and minor repairs. Custodial Workers work under general supervision of a Custodian or other supervisor.

**EXAMPLE OF WORK:** (Illustrative only)

- Sweeps and mops floors;
- Washes windows;
- Dusts woodwork, furniture and other articles;
- Arranges chairs and tables and other equipment for special use;
- Repairs shades and blinds;
- Replaces light bulbs;
- Locks and unlocks doors and gates;
- Clear walkways and vehicle areas of snow and sands sidewalks;
- Scrubs, waxes and seals floors;
- Replaces washers in water faucets;
- May operate a motor vehicle to perform courier activities on a limited basis, transporting light equipment, documents, or other materials.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to understand and follow oral instructions; willingness to perform cleaning tasks; dependability; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** One (1) year of work experience in general cleaning and/or custodial work.

**SPECIAL REQUIREMENT:** As of the date of application, candidates may be required to possess a valid New York State driver's license, and must maintain said license for the duration of employment, depending on the incumbent's area of assignment.

Adopted MSD January, 1973  
Revised: CSC November 14, 2003  
Revised CSC: April 28, 2021  
Revised CSC: September 22, 2021  
Jurisdictional Classification: Non-Competitive