

DEPARTMENT: COUNTY SERVICE
CLASSIFICATION: LABOR NYSCSC APPROVED 12/16/2020
APPROVED: OCTOBER 3, 2022

CLEANER/LABORER

DISTINGUISHING FEATURES OF THE CLASS: 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;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of building cleaning methods, procedures and equipment; working knowledge of the routine maintenance and repair of buildings, fixtures and equipment; ability to perform unskilled maintenance on motorized equipment; ability to perform routine buildings and grounds maintenance work; ability to lift heavy weights; ability to understand and follow simple oral and written directions; ability to get along well with others; willingness to perform routine cleaning and other manual tasks; willingness to work under all weather conditions; physical endurance; thoroughness; dependability; good physical condition.

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.