



Village of Watkins Glen
303 N. Franklin Street, Watkins Glen, NY 14891
607-535-2736

Job Opening
Cleaner (Part-Time)
Village of Watkins Glen

LAST DATE TO FILE: Applications accepted until vacancy filled. **SALARY:** \$15.00 - \$18.00/hr.
*Salary based on experience.

HOW TO APPLY: Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to **Schuyler County Civil Service office**, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one part time opening with the Village of Watkins Glen. This is a non-competitive title; therefore, no Civil Service examination is required.
Must be extremely flexible and will work weekends regularly.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to perform building cleaning and outside ground maintenance tasks requiring strenuous manual labor and occasional use of heavy equipment. Cleaning tasks are performed according to a well-established procedure while grounds keeping tasks vary with seasonal activities. The work is performed under the supervision of a Custodian, Senior Cleaner or other supervisor depending on the staffing pattern in the building where the position is assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sweeps, mops, and washes floors and stairs;
Uses heavy mechanical equipment and caustic chemicals in stripping, waxing, and polishing floors;
Dusts and polishes chairs, desks, tables and other furniture;
Empties wastebaskets, collects and disposes of trash;
Cleans bathrooms and fills towel dispensers;
Arranges furniture and equipment for special use in buildings;
Cleans walls, bath fixtures, equipment and furniture daily;
Shampoos rugs and carpets using heavy equipment;
Dusts desks, walls, blackboards, sinks and other fixtures;
Replaces liquid soap and paper towels;
Clears snow and ice from walks and driveways by using shovels and snow blowers;
Maintains grounds by mowing lawns using hand and power mowers and by picking up trash and debris;
Moves heavy furniture, racks, rugs, etc., to facilitate cleaning activities;
May clean light fixtures or replace light bulbs which may require working at heights or on a ladder;
Aids in the operation of the heating system by adjusting thermostats.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of common cleaning and disinfecting methods, materials and equipment; Skill in the use of cleaning equipment, including vacuum cleaners, carpet shampooer and floor buffer; Ability to understand and follow simple oral and written directions; Ability to lift heavy objects and perform work requiring bending, climbing, reaching and repetitive motion; Ability to get along well with others; Willingness to perform routine cleaning and other physical tasks; Willingness to be exposed to dust, dirt, grease, grime and other offensive sights, odors and conditions; Thoroughness and dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

Applications and announcements are available at www.schuylercounty.us,
www.watkinsglen.us/employment-opportunities.php or the
Schuylers County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: March 21, 2024