



**JOB POSTING #236 Repost**  
**PLEASE POST**

**The City School District of Albany**  
**An Equal Employment/Affirmative Action Employer**  
**APSUE Employment Opportunity**

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**Date of Posting:** November 19, 2021

**Position(s):** Head Custodian  
Monday – Friday

**Location(s):** Stephen and Harriet Myers Middle School

**Requirements:** *This is an Open Competitive or Promotional Civil Service position for external **and** internal candidates\*.*

Appropriate examination for this title is required for permanent appointment. For additional information and to apply for current Civil Service exams visit: <https://jobs.albanyny.gov/exams>

**Salary:** \$49,202.80

**Deadline for Applying:** December 3, 2021 at 4:00 pm

**General Statement:**

This is manual work calling for the efficient performance of school building cleaning and minor maintenance tasks according to an established routine. This position is distinguished from that of Custodial Worker by the expanded scope of duties, minor maintenance and the supervisory responsibilities that may be exercised. An incumbent in this position may be responsible for the cleanliness and minor maintenance of a small school building or for a larger building on an assigned shift. Supervision may be exercised over the work of a few Cleaners and Custodial Workers

**Minimum Qualifications:**

- A. Two (2) years of fulltime paid supervisory experience in building cleaning and minor maintenance work in a medium to large size building; OR
- B. Four ( 4) years of fulltime paid experience in building cleaning and minor maintenance work in a medium to large size building; OR
- C. An equivalent combination of training and experience.

**Responsibilities:**

- Sweeps, mops and waxes floors, washes and cleans walls and windows, dusts furniture and performs other cleaning duties;

- Cleans and mops lavatories, halls, stairwells, locker and shower rooms and replaces soap and towels;
- May assign and check the work of a small number of Cleaners and Custodial Workers;
- Empties waste baskets, collects and disposes of rubbish from in and outside the school;
- Mows lawns, trims shrubs, rakes leaves, removes snow and ice from walks and driveways and performs a variety of other groundskeeping tasks;
- May make minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, heating systems and other equipment;
- Checks, cleans and services school boilers, checks compression, oil temperature, amount of oil used and reads and sets school thermostats;
- Consults with supervisor and reports on any problems or breakdowns;
- Receives, unloads, moves and stores incoming school supplies and small equipment;
- Secures building, locking and unlocking doors and gates and sets burglar alarms;
- Orders custodial supplies, materials and equipment and keeps simple inventories;
- Strips gym floors and resurfaces as required;
- Paints walls, floors, stairwells and furniture as required;
- Prepares a variety of records and reports related to the work;
- Performs other related work as required.

*\*Promotional opportunity for current APSUE Members in the following title(s): Custodian and Senior Custodian*

#### **How to Apply**

**OLAS:** <https://www.pnwbores.org/TeacherApplication/>

**E-mail:** [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

**Post:** City School District of Albany  
Office of Human Resources  
1 Academy Park  
Albany, NY 12207

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