



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Public Works

Job Title: HEAD CLEANER (PROMO)

Salary Range: \$52,178 - \$61,626* (*Based on years of service employed with Saratoga County)

Work Location: 3654 Galway Road, Ballston Spa, NY 12020

Classification: Non-Competitive (No Exam Required)

Job Description

This is a supervisory position involving cleaning and minor maintenance activities on assigned shift(s) for a large facility and/or multiple building(s). The work follows regular procedures and practices with an emphasis on the need to meet prescribed standards. Does related work as required.

Minimum Qualifications (at least)

Must be currently employed in a full-time, permanent status in the Department of Public Works, and actively serving as Cleaner.

Typical Work Activities (*Illustrative)

- Assigns duties to cleaning personnel and inspects buildings to establish proper adherence to cleaning procedures;
- Instructs new employees in the work requirements and procedures to be followed in cleaning rooms, offices, rest rooms and various specific areas of building/facility;
- Makes necessary arrangements to provide facilities to authorized groups;
- Lists all defective equipment and facilities for the maintenance crews' corrective action;
- Performs minor maintenance activities such as replacement of lights and ballasts;
- Performs routine cleaning duties in addition to normal supervisory tasks;
- Performs maintenance and cleaning tasks during holiday and vacation periods.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted or until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.