



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Department of Public Works

**Job Title:** Cleaner 2<sup>nd</sup> Shift, 3-11:30PM-Multiple Vacancies

**Salary:** \$49,476-59,206 (\*Based on years of service employed with Saratoga County)  
5% Shift Differential

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

**Classification:** Labor (No Exam Required)

#### Job Description

This work involves responsibility for performing routine repetitive manual cleaning tasks in the daily maintenance of various Saratoga County facilities and buildings. The work is performed under supervision of the head cleaner and in accordance with established procedures. Does related work as required.

#### Minimum Qualifications ...

None are required but some experience in building cleaning work is desirable.

#### Typical Work Activities (\*Illustrative)

- Cleans and services offices, clinics, halls, stairs, laboratories and other similar units;
- Cleans and services lavatories with paper and soap;
- Cleans and polishes glass panels, doors, partitions, furniture, brass, etc;
- Sweeps, mops and waxes floors using brooms, sweepers, polishers;
- Dusts furniture and equipment with rags and polish;
- Washes windows, cleans window sills, walls woodwork, tubs, etc;
- Collects and disposes papers and garbage;
- Reports defective fixtures or mechanical equipment to supervisor;
- May perform a variety of building maintenance or repair tasks;
- May travel to multiple buildings when assigned;
- May deliver packages.

*\*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

- Optional NYS Retirement enrollment

#### To Apply (via Link Provided)



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- 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
- Fax submissions will not be accepted

**Applications will continue to be accepted thru 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.*