



**840 Main Street
Peekskill, New York 10566**

**Office: (914) 737-3400
Fax: (914) 930-2817**

VACANCY FOR CLEANER

Posting Date: OCTOBER 5, 2018

Starting Salary: \$46,591

The City of Peekskill is seeking to fill the position of Cleaner. Please see the attached job description for a complete list of duties and responsibilities. Applicants must meet the Westchester County Civil Service requirements to be appointed or to transfer to this position.

To be considered, please submit a completed City of Peekskill Employment Application to the Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail (jduncan@cityofpeekskill.com). Employment Applications can also be downloaded from the City's website (www.cityofpeekskill.com) or obtained from the Human Resources Office (Room 35) at City Hall.

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

Application Deadline: OCTOBER 12, 2018



CITY OF PEEKSKILL JOB DESCRIPTION
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<i>Job Title:</i>	Cleaner	<i>Department:</i>	Public Works
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	Maintenance Mechanic (Repair)	<i>Civil Service Classification:</i>	Labor
<i>Prepared by:</i>	City of Peekskill Department of Human Resources	<i>Employment Status:</i>	Full-Time
		<i>FLSA Status:</i>	Non-Exempt

JOB SUMMARY

Performs routine manual work cleaning and caring for public buildings(s), parking structure(s), and adjacent yards and sidewalks. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Sweeps and mops floors, corridors, and stairs and vacuums floors, rugs and carpets; Cleans lavatories and replenishes supplies, when applicable;
- Dusts desks, chairs, tables, bookshelves, filing cabinets;
- Empties trash receptacles;
- Waxes floors and furniture;
- Washes windows, walls, and partitions;
- Moves furniture;
- Mows lawns;
- May shovel snow, clean sidewalks, yards, and driveways;
- May unlock rooms to allow access for routine housekeeping inspections and professional services and lock rooms to ensure building security;
- May report to superiors on the condition of buildings, rooms, and apartments in terms of their cleanliness and disrepair.

REQUIRED KNOWLEDGE & SKILLS

Working knowledge of building/structure cleaning practices, supplies, and equipment; ability to use building cleaning supplies and equipment; ability to understand and follow simple oral and written instructions; ability to read, write, understand and communicate sufficiently to perform the essential functions of the position; willingness to perform manual tasks; thoroughness; dependability; honesty; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS (As adopted by the Westchester County Human Resources Department)

None

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.