

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: JANUARY 26, 2017

BUILDING ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Performs manual work cleaning and caring for buildings under the general supervision of an assigned superior. The incumbent performs manual work involving a variety of housekeeping tasks on an assigned shift. Some assignments, including minor building maintenance tasks, may require skills that are easily learned on the job. Many of the assigned duties are of a routine, repetitive nature and once learned, can be performed without difficulty under the general direction of an assigned superior. Supervises the work of Cleaners. Incumbents may temporarily assume Head Cleaner duties when assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Sweeps and mops floor, vacuums rugs, strips and buffs floors;
2. Washes windows and cares for window appointments;
3. Dusts and polishes woodwork, furniture, and other articles;
4. Collects paper and rubbish;
5. Services and cleans lavatories;
6. Monitors supply inventory and informs the supervisor what supplies should be ordered and when to order;
7. Assists in receiving, unloading, and storing supplies and materials;
8. Replaces light bulbs, desk blotters, etc.;
9. Supervises Cleaners;
10. May deliver packages and supplies;
11. May be assigned to do outside cleaning or unskilled grounds-keeping tasks, snow removal, sweeping, etc.;
12. Travels to multiple buildings when assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of cleaning equipment, methods, cleaning materials; ability to carry out written and oral instructions, ability to carry out heavy manual cleaning and minor building maintenance tasks requiring physical strength and agility; ability to supervise the work of others; honesty; integrity; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and** one (1) year full-time paid experience in large-scale cleaning maintenance of buildings. Experience must be the primary function of the job and cannot be incidental

SPECIAL REQUIREMENT: Possession of a valid New York State drivers license at time of appointment and for duration of employment.