



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLES: **MORIAH CENTRAL SCHOOL-**
Custodian/Bus Driver *(Provisional * Appointment)*
Custodian *(Provisional * Appointment)*
Cleaner

SALARY: *Per Moriah School CSEA Contract*

LOCATION: Moriah Central School, 38 Viking Lane, Port Henry

JOB SUMMARY: Custodian/Bus Driver- The work involves responsibility for performing routine building cleaning and semi-skilled maintenance tasks and operating a school bus. This is routine manual work involving responsibility for both the efficient and economical performance of cleaning and maintenance operations for school buildings, grounds and for the safe transportation of school children on an assigned bus route. The work is performed under the general supervision of a superior in accordance with established policies and procedures but allowing some leeway for the exercise of independent judgment. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. The incumbent does related work as required.

MINIMUM QUALIFICATIONS-Custodian/Bus Driver: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of building cleaning or maintenance experience and two years of experience in the operations of automotive equipment; or
- (b) Three years of building cleaning or maintenance experience; and four years of experience in the operations of automotive equipment; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIRED QUALIFICATIONS: Must be Eligible for a Class B License with passenger endorsement issued by the New York State Department of Motor Vehicles.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

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JOB SUMMARY: CUSTODIAN- The work involves responsibility for performing routine building cleaning and semi-skilled maintenance tasks. This is routine manual work involving responsibility for the efficient and economical performance of cleaning and maintenance operations for school buildings, grounds and equipment. Work is performed under the general supervision of a head custodian, school principal or other superior in accordance with established policies, but considerable leeway is permitted for the exercise of independent judgment. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: CUSTODIAN- Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of building cleaning or maintenance experience; or
- (b) Three years of building cleaning or maintenance experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

JOB SUMMARY: Cleaner- The work involves responsibility for performing routine manual work requiring efficient performance of building cleaning tasks. The responsibility of an employee in this class involves the thorough execution of tasks following a well-established procedure. The work is performed under general supervision. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

MINIMUM QUALIFICATIONS: Cleaner- None are required.

Posting Date: February 23rd, 2024

Application Deadline: March 8th, 2024

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination.

*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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