



# TOWN OF SCHROON

## EMPLOYMENT OPPORTUNITY

### MAINTENANCE PERSON

---

**LOCATION:** Town of Schroon Town Hall

**JOB TYPE:** Full-Time (40 Hours per Week) – Overtime Possible

**SALARY:** Determined by experience

#### **JOB SUMMARY**

The Town of Schroon is seeking a reliable and detail-oriented individual to maintain cleanliness and organization in our facilities. This role is essential in ensuring a safe, sanitary, and welcoming environment. In addition to routine cleaning responsibilities, the ideal candidate will be flexible and willing to assist with other tasks as needed.

#### **KEY RESPONSIBILITIES**

- Perform general cleaning duties including sweeping, mopping, vacuuming, dusting, and sanitizing surfaces.
- Maintain facility cleanliness and functionality through routine inspections and light maintenance tasks.
- Clean and maintain restrooms, common areas, and workspaces.
- Empty trash and recycling bins and ensure proper disposal.
- Restock cleaning supplies and notify management when inventory is low.
- Follow health and safety guidelines at all times.
- Assist with additional tasks or special projects assigned by the Supervisor, such as shoveling walkways, filling in at the Transfer Station when needed, covering for the Crossing Guard, and mild landscaping.
- Perform mowing, trimming, painting, and similar maintenance tasks at Town-owned facilities and other locations as needed.
- Cleaning of the Beach and Boat House bathrooms during the summer season.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Previous cleaning or janitorial experience preferred but not required.
- Strong attention to detail and ability to work independently.
- Dependable, punctual, trustworthy, and self-motivated.
- Ability to follow instructions and adapt to changing priorities.
- Physical ability to stand, bend, lift, and perform repetitive tasks.
- Valid New York State Driver's License.

#### **SCHEDULE**

As assigned by the Supervisor.

#### **RESIDENCY REQUIREMENT**

Residency within the Town of Schroon is not required.

#### **HOW TO APPLY**

Pick up an application at the Town Hall at 15 Leland Ave, Schroon Lake NY or visit our website at

<https://townofschroonny.gov/employment-opportunities/>