

**STATE UNIVERSITY OF NEW YORK AT BINGHAMTON
ANNOUNCEMENT OF VACANCY**

DATE: November 12, 2024

TITLE: JANITOR (Wednesday-Sunday NIGHTS)

DEPARTMENT: Facilities Management

GRADE/SALARY RANGE: SG-7 - \$37,121
(+ shift premium)

NUMBER OF POSITIONS: One

BRIEF JOB DESCRIPTION: Performs a variety of cleaning tasks and care of an assigned area including mopping, washing, dusting, polishing, cleaning and setting up of furniture and equipment. Performs repairs and recurrent routine maintenance work requiring handyman abilities. Janitors perform similar duties as Cleaners, but have additional responsibilities such as supervise Cleaners; respond to building issues and perform basic unskilled maintenance; submit work orders for building repairs requiring semiskilled or skilled trade staff; order and restock cleaning supplies; and distribute and collect keys.

- * Using hand tools, makes simple carpentry repairs such as fixing or replacing broken shelves, hinges, locks, sash cords and screens.
- * Using plumber's snake and/or other hand tools and preparations, unplugs toilets, traps and sinks.
- * Replaces faucet washers and fuses.
- * Sets up equipment and seating facilities for public meetings, classes, graduations, and athletic events.

Sets up equipment and seating facilities for public meetings, seminars and athletic events. Requisitions and dispenses household supplies such as paper towels and soaps. Reports damages or needed maintenance repair in assigned area for which a higher repair capability is needed. This individual may need to develop computer skills to operate the Department's facilities management system, work order system, KRONOS Time Management System, and ordering supplies as implemented in their area and on their level.

MINIMUM QUALIFICATIONS: *Non-competitive position.* Applicant must be physically able to perform the tasks of the position and to communicate verbally for the purpose of exchanging information. Applicants must further be able to perform the following abilities:

- * Working knowledge of the use of small hand tools.
- * Working knowledge of the properties of various cleaning substances.
- * Possession of a valid driver's license to operate a vehicle in NYS.
- * Ability to understand and follow written and verbal instructions.
- * Ability to use various cleaning equipment and products.
- * Ability to stand, stoop, bend and stretch for long periods of time.
- * Ability to perform medium to heavy manual labor.
- * Ability to verbally communicate for the purpose of exchanging information.
- * Ability to climb ladders and scaffolds and a willingness to be trained on lifts and machinery.
- * Ability to supervise a small staff.

SPECIAL INFORMATION: The initial assignment for this position is Wednesday-Sunday 11 PM -7 AM with Monday and Tuesday pass days. The successful candidate(s) for this position will be deemed a university essential employee. The employee in this position must be willing to go through respiratory fit program and be successful in the use of respirator equipment.

ADDITIONAL INFORMATION: The successful candidate for this position must be able to perform the duties and responsibilities of the position satisfactorily. Since the activities of other employees depend upon the performance of the employee in this position, reliable attendance is a factor that the employer will consider when filling this vacancy.

*Pursuant to the collective bargaining agreement between CSEA and New York State, internal applications will be given priority consideration before any external application.

Internal candidates interested in the above position should indicate their interest by completing a PA-81 form; obtainable in the Office of Human Resources. Applications will not be accepted in Facilities and must be returned to Human Resources no later than November 22, 2024.