

Cleaner Tompkins County

Department: Various Agencies Throughout Tompkins County
Classification: Labor
Labor Grade: Tompkins County Grade is 5, TC3 grade is B
Approved: CA 042-94
Revised: 7/80;5/86;5/91;4/94;4/01;3/03; 7/15; 5/17
By: HH, Commissioner of Personnel
BBP Risk Factor: At risk.

MINIMUM QUALIFICATIONS:

There are no minimum qualifications for the Cleaner position.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Cleaners are assigned to perform routine and repetitive physical tasks. Cleaning work includes the efficient and economical performance of building cleaning and occasional minor maintenance tasks that are performed under direct supervision or according to a specific set of instructions. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: Include but in no way are limited to:

- Sweep, mop, and wash floors and stairs;
- Dust chairs, tables, desks, and other furniture;
- Move furniture, supplies and other equipment;
- Clean walls, windows, bath fixtures, equipment, and furniture daily;
- Use heavy mechanical equipment in stripping, waxing, and polishing floors;
- Empty wastebaskets, collect and dispose of trash and recyclable materials;
- Arrange chairs and tables and other equipment for special use of building;
- May assist in making minor plumbing and carpentry repairs and other light maintenance tasks as required;
- May be required to clear snow and ice from sidewalks, stairs and parking lots using a shovel, snow blower or truck-mounted snow plow;
- Polish furniture and brass;
- Replace light bulbs, soap and towels;

In addition to the above duties, cleaners assigned to the following locations will perform additional duties:

FOR TOMPKINS CORTLAND COMMUNITY COLLEGE:

- Vacuum pool, mops pool deck, sanitizes diving boards and racing platforms, cleans gutters, sanitizes locker/shower area and performs other routine pool-related cleaning duties.
- May mow lawns, trim shrubs, rake leaves, and perform a variety of other groundskeeping tasks as assigned;
- May be required to wash windows at extreme heights;
- May load and unload vehicles.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of common cleaning, disinfecting methods, materials and equipment;
- Skill in the use of cleaners and maintenance equipment (e.g., vacuum cleaner, carpet shampooer, and floor buffer);
- Ability to understand and follow simple oral and written directions;
- Ability to lift heavy objects (up to 60 pounds) and perform work requiring bending, climbing, reaching, and repetitive motion;
- Ability to get along well with others;
- Willingness to perform routine cleaning and other physical tasks;
- Willingness to be exposed to dust, dirt, grease, grime, offensive sights, and odors;

- Thoroughness and dependability;
- The employee's physical and mental condition shall be commensurate with demands of the position, with or without reasonable accommodations.

In addition, the Cleaner assigned to the Bostwick Road facility will possess the following:

- Ability to communicate effectively;
- Good vision and hearing.

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