**POSITION AVAILABLE:**

In Office of Facilities & Planning - Custodial

**JANITOR, SG-07**

Full Time (40 hours per week) / Permanent  
Shift/Work Schedule: **10:30 PM to 7:00 AM Monday through Friday**  
NY State Classified Non-Competitive

**APPOINTMENT DATE:**  
AS SOON AS POSSIBLE

Employment at The College at Brockport is subject to the favorable result of a pre-employment background investigation and where applicable, confirmation of appropriate credentialing.

**RESPONSIBILITIES:**

See also NY State Civil Service Classification Standard Occ. Code 3016000, at:  

- Performs a variety of cleaning and care tasks including mopping, washing, dusting, polishing, dumping trash containers, cleaning and setting up.
- Performs repairs and recurrent routine maintenance requiring handyman abilities.
- Supervises lower level custodial positions such as a cleaner.
- Inspects areas to ensure cleaning standards are met.
- Sets up equipment and seating facilities for public meetings and seminars.
- Requisitions and dispenses household supplies.
- Makes simple carpentry repairs.
- Replaces faucet washers and fuses.
- Occasionally does interior and exterior painting.
- Complete monthly reviews on weekend crew members.

**QUALIFICATIONS:**

**MINIMUM QUALIFICATIONS:**

- Non-Competitive; Must be physically able to perform the tasks of the position, and to communicate effectively to obtain and convey information.

**OPERATING NEEDS:**

- Working knowledge of the use of small hand tools.
- Working knowledge of the properties of various cleaning substances.
- 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 make routine repairs requiring handyman ability.
- Ability to climb ladders or scaffold.
- Ability to supervise a small staff, and work with others/team.
- Ability to understand written and oral instructions.
- Ability to read, and general knowledge of computers.
- Ability to work with a diverse college community population.
- Good interpersonal skills, customer service attitude.
- Time and attendance will be considered. References and/or supervisors will be contacted to verify qualifications.

**PREFERRED QUALIFICATIONS:**

- Two years working in the custodial profession.
- Successfully completed a probation period as a Cleaner, SG-05.

**REFERENCES REQUIRED:**

- Applicant must provide three references, one of which is a current supervisor.
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<th>APPLICATION DEADLINE:</th>
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<td>Go to <a href="http://www.brockportrecruit.org">www.brockportrecruit.org</a> and apply for the Janitor position by September 13, 2016. Please also attach your resume and references.</td>
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| SALARY: | $30,461 Benefits Summary at: [https://www.brockport.edu/hr/benefits/docs/benefits_directory.pdf](https://www.brockport.edu/hr/benefits/docs/benefits_directory.pdf) |

**OFFICE OF HUMAN RESOURCES, ALLEN ADMINISTRATIONS BUILDING, THE COLLEGE AT BROCKPORT, 350 NEW CAMPUS DRIVE, BROCKPORT, NY 14420**

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