

Position Title: Janitorial Services Assistant
Department: Building Services
Location: Albany, NY
Schedule: 4:00pm – 12:00am; Monday - Friday
Hiring Rate: \$13.08/hour
Bargaining Unit: CSEA Inc., AFSCME, local 1000, AFL-CIO
Janitorial Services Assistants and Security Guards
Negotiating Unit
Posting Date: July 14, 2021

Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions

To apply to this job opportunity:

[Please click here](#)

For further questions please contact: Human Resources

515 Broadway, Albany, NY 12207
518.257.3550 (fax)
Recruiting@DASNY.org (e-mail)

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Position Description

Position Title:	Janitorial Services Assistant
Grade/Classification:	Hourly
Bargaining Unit:	CSEA Inc., AFSME, local 1000, AFL-CIO Janitorial Services Assistants and Security Guards Negotiating Unit
FLSA Status:	Non-Exempt

Last Revised: August 5, 2016

Primary Purpose

Under direct supervision, the Janitorial Services Assistant performs a variety of janitorial and building maintenance services.

Essential Functions

- Dust, vacuum, scrub, wax and polish offices, kitchens, restrooms and other interior spaces, furniture, equipment, floors, carpets, blinds, walls, light fixtures, ceilings and windows.
- Remove trash.
- Replenish paper supplies and soap in restrooms and kitchens.
- Collect recyclable paper from cubicles, offices, printers and fax locations.
- Prepare conference rooms for meetings, including setting up and moving wall partitions and furniture.

Other Duties and Responsibilities

- May assist with mowing and trimming lawns and hedges, removing leaves, pruning trees, exterminating pests, snow plowing, shoveling and salting of walks and parking lots.
- May be called upon to perform duties in emergency situations, e.g., when the Authority's facilities are affected by fire, severe weather or criminal acts.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet).

Supervision

N/A

Physical/Mental/Visual Demands

Requires exposure to weather and temperature extremes, loud noises, heights (climbing ladders, scaffolding, etc.) and other work safety hazards (chemicals, fumes, etc.). Requires physical mobility (movement from place to place), physical strength, dexterity and coordination. Requires the ability to lift at least 50 pounds. Must be available to work a modified work schedule or extended workday hours.

Work Environment

Standard office environment, including the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler/hole punch/date stamp, shredder. Requires the use of buffers, burnishers and vacuum cleaners. May require the use of a snow blower, jlg lift, hand tools, lawn mowers, trimmers and other office equipment.

Position Description

Minimum Qualifications

Experience in performing janitorial services.

Preferred Qualifications

High school diploma and experience in performing janitorial services.

Essential Skills

- Ability to understand and follow directions.
- Demonstrated ability to work independently.