



Village of Watkins Glen  
303 N. Franklin Street  
Watkins Glen, NY 14891  
607-535-2736

Job Opening  
**Cleaner (Full Time)**  
Village of Watkins Glen

**SALARY:** \$15.09/hr. to start with a guaranteed increase at six months and again at one year.

*\* Position currently pays \$16.77, but all new hires start at 90% of scale per Teamsters Union contract, with increases to 95% at 6 months and 100% of scale at one year.*

**LAST DATE TO FILE:** Applications accepted until vacancy filled.

**VACANCY:** At the present time, there is one full-time opening with the Village of Watkins Glen. This is a non-competitive title; therefore, no Civil Service examination is required.

**HOW TO APPLY:** Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. For convenience you can continue to mail, email, fax or use the drop box for application submission, or you can visit the office directly.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility to perform detailed cleaning of the Village’s Event Center, Community Center, Municipal Building, and any other buildings, as well as outside ground maintenance tasks. May require strenuous manual labor and occasional use of heavy equipment. Cleaning tasks are performed according to a well-established procedure while grounds keeping tasks vary with seasonal activities. The work is performed under the supervision of a Superintendent other supervisor depending on the staffing pattern in the building where the position is assigned. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Sweeps, mops, and washes floors and stairs;

Cleans windows and sills as needed;

Uses heavy mechanical equipment and caustic chemicals in stripping, waxing, and polishing floors;

Dusts and polishes chairs, desks, tables and other furniture;

Empties wastebaskets, collects and disposes of trash;  
Cleans bathrooms and fills towel and toilet paper dispensers;  
Arranges furniture and equipment for special use in buildings;  
Cleans walls, bath fixtures, equipment and furniture daily;  
Shampoos rugs and carpets using heavy equipment;  
Dusts desks, walls, blackboards, sinks and other fixtures;  
Replaces liquid soap and paper towels;  
Clears snow and ice from walks and driveways by using shovels and snow blowers;  
Maintains grounds by mowing lawns using hand and power mowers and by picking up trash and debris;  
Moves heavy furniture, racks, rugs, etc., to facilitate cleaning activities;  
May clean light fixtures or replace light bulbs which may require working at heights or on a ladder;  
Aids in the operation of the heating system by adjusting thermostats.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of common cleaning and disinfecting methods, materials and equipment; Skill in the use of cleaning equipment, including vacuum cleaners, carpet shampooer and floor buffer; Ability to understand and follow simple oral and written directions; Ability to lift heavy objects 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 and other offensive sights, odors and conditions; Thoroughness and dependability; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: August 18, 2023**