

November 7, 2019

**TOWN OF LANCASTER PARKS, RECREATION, FORESTRY
BUILDINGS AND GROUNDS**

The Town of Lancaster Parks, Recreation, Forestry, Buildings and Grounds Department is accepting applications for the position of Caretaker. This position is a full time position – 35 hours a week.

For further information, please refer to the following outline of qualifications and responsibilities.

Please send application and resume to the Town of Lancaster Parks, Recreation, Forestry, Buildings and Grounds located at 525 Pavement Road, Lancaster, NY 14086. We will be accepting applications until December 1, 2019.

CARETAKER

GENERAL STATEMENT OF DUTIES: Performs routine janitorial and maintenance work in the municipality's buildings and related grounds; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class do manual work requiring physical endurance and perform a variety of routine and repetitive tasks on a continuous basis. Work is performed under the supervision of a higher ranking employee who makes assignments and reviews work. Supervision may be exercised over a small number of cleaning personnel.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Cleans and services buildings by sweeping and mopping halls, offices, stairways, lavatories and related rooms;

Collects and disposes of refuse and services lavatories for maintenance of sanitary conditions;

Washes walls and windows; cleans lighting fixtures; moves furniture and equipment;

Makes minor repairs to building and equipment such as unplugging toilets, replacing light bulbs, repairing furniture;

Cuts grass, prunes shrubbery; keeps areas in orderly, clean condition;

May assist in maintaining recreational areas by taking care of baseball fields, natural ice rinks, tennis courts, etc.

May tend to a small furnace, remove ashes, shovel snow, and sweep walks.

REQUIRED KNOWLEDGES, SKILLS & ABILITIES: Good knowledge of building cleaning and maintenance supplies and procedures; working knowledge of the maintenance and repair of buildings, fixtures, and equipment; ability to make a variety of simple repairs and adjustments to buildings and equipment; ability to supervise the work of cleaning personnel and to maintain simple records; ability to get along well with others; Industry and dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: *Completion of a standard grammar school course and one year of experience in general janitorial work. Candidates must be in good physical condition and must be able to perform satisfactorily the duties of the positions which often require considerable physical effort.

NOTE: *The position is in the Labor Class and the acceptable training and experience noted above is only advisory.