

Jurisdictional Class: Labor
Adopted: June 7, 1995
Revised: April 11, 2018

MESSENGER/CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for the safe and prompt delivery of mail, documents, packages, stickers, cash transfers, and other related materials between county offices and facilities, banks, post offices, and other designated locations. This work also involves routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Supervision is not a responsibility of this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Picks up daily mail and communications for delivery to various administrative offices, county facilities, and other designated locations;
Runs errands and performs other general messenger work;
Delivers materials, stickers, supplies, and makes cash transfers to various county facilities and other designated locations;
Delivers bank deposits;
Performs simple miscellaneous clerical work;
Receives, sorts, and distributes mail;
Performs various custodial duties involving cleaning, mopping, and sweeping of floors and stairs;
Dusts, washes, and polishes woodwork, desks, windows, walls, furniture, and other equipment;
Empties waste baskets, collects and disposes of rubbish, and sorts recyclables;
Clears snow and ice from walks;
May mow lawns, trim shrubs, rake leaves, chip trees, and perform a variety of other grounds-keeping tasks as assigned;
Arranges chairs, tables, and other equipment for special use of the building;
Repairs window shades, replaces light bulbs, soap, and towels;
Paints rooms, buildings and equipment and assists in making minor plumbing, carpentry, and electrical repairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to follow simple oral and written instructions;
Knowledge of geography of the County offices, facilities, and immediate area;
Working knowledge of building cleaning practices, supplies, and equipment;
Willingness to perform routine cleaning and other manual tasks;
Willingness to learn and perform tasks assigned;
Mental alertness.

MINIMUM QUALIFICATIONS: None.

NOTE: If the position involves the operation of a motor vehicle, then the following requirement applies:
Eligibility for an appropriate level New York State Driver's license at time of application. Possession of the license at time of appointment.