

Jurisdictional Class: Labor
Adopted: October 6, 1989
Revised: April 11, 2018

CLEANER/MESSENGER

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. The work also involves responsibility for the safe and prompt delivery of mail, documents, and related materials between offices, buildings, banks, post offices, etc. Cleaning tasks are performed according to a well-established procedure. Minor maintenance tasks are performed under direct supervision in accordance with specific oral or written directions given by a supervisor. Supervision over the work of others is not a responsibility of an employee in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps and mops floors and stairs;
Dusts desks, woodwork, furniture, and other equipment;
Washes windows, walls, blackboards, sinks, and other fixtures;
Polishes furniture and metal furnishings;
Empties waste baskets, collects and disposes of rubbish;
May be required to clear snow and ice from walks;
May be required to mow lawns, trim shrubs, rake leaves, and perform a variety of other simple groundskeeping tasks;
Arranges chairs and tables and other equipment for special use of building;
Repairs window shades, replaces light bulbs, soap, and towels;
May assist with unskilled painting projects and in making minor plumbing, carpentry, and electrical repairs;
Picks up daily mail and communications for delivery to various administrative offices and buildings;
Runs errands and performs other general messenger work;
Delivers materials and supplies from building to building;
Receives, sorts, and distributes mail;
Distributes books and other materials to buildings;
Performs simple miscellaneous clerical work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of building cleaning practices, supplies, and equipment;
Working knowledge of office procedures and practices;
Knowledge of the geography of the district;
Ability to follow simple oral and written instructions;
Ability to get along well with others;
Willingness to perform routine cleaning and other manual tasks;
Willingness to learn and perform tasks assigned;
Clerical aptitude.

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.