

CLEANER/DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is primarily routine manual work calling for the efficient and economical performance of cleaning and minor maintenance tasks. Work is performed under general supervision according to established procedures. An incumbent operates a sedan to transport children to and from school. A Cleaner/Driver does related work as required.

TYPICAL WORK ACTIVITIES:

- Sweeps and mops floors and stairs;
- Dusts chairs, tables, and other furniture;
- Washes windows, walls, sinks, and other fixtures;
- Polishes furniture and metal furnishings;
- Empties waste baskets, collects and disposes of rubbish;
- Replaces soap and towels;
- Waxes floors;
- Moves and arranges chairs, tables, and other furnishings and equipment;
- Cleans clothes, equipment, and other laundry items using washing and drying machines;
- Operates a motor vehicle delivering equipment, supplies, materials, messages, and passengers;
- Makes special deliveries as assigned;
- May load and unload materials, parts, or products manually or using a hoist;
- May shovel snow from sidewalks, stairs, and other passages;
- May direct facility users to appropriate areas and observe their conduct to report violations facility rules;
- May open, close, and check building securing windows, locks, and doors;
- May collect, fold, sort, and distribute laundry and linen items;
- May perform minor maintenance tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Skill in the operation of a motor vehicle; ability to acquire a knowledge of cleaning practices, supplies, and equipment; ability to follow instructions; willingness to perform routine cleaning and other manual tasks; good powers of observation; integrity; reliability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license to operate a motor vehicle in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/27/02