

CITY OF NIAGARA FALLS
DEPARTMENT OF HUMAN RESOURCES

April 30, 2021

**NOTICE OF ANTICIPATED
JOB VACANCY**

<u>TITLE:</u>	<i>Cleaner</i>
<u>DEPARTMENT/DIVISION:</u>	<i>Municipal Building</i>
<u>NUMBER OF VACANCIES</u>	One (1) Open Competitive
	Grade 1 \$13.71- \$19.47 per hour (With longevity increments when applicable)

NOTE: This position may include shift work

TYPICAL WORK ACTIVITIES:

- Sweeps, mops, strips, waxes floors, vacuums rugs
- Cleans and dusts furniture and equipment, washes lavatory fixtures, brick and tile walls, venetian blinds
- Washes windows, light globes, glass partitions and transoms
- Empties refuse receptacles; replenishes rest room supplies
- Disposes of trash
- Makes certain doors and windows are properly secured before leaving cleaning station

Additional agency specific duties: **City of NF:** Cleans walls and polishes floor, keeps premises of buildings in a clean and orderly condition. **NFWB:** Keeps working areas in Water and Waste Water facilities clean and orderly. **NFSD:** Washes blackboards and chalk trays, and empties pencil sharpeners. **Public Library:** Spreads salt on icy sidewalks, parking lot entrance. Maintains interior and exterior plants and flower beds.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Some knowledge of cleaning methods and materials; ability to perform arduous laboring work; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Any satisfactory combination of training and experience sufficient to indicate ability to do the work.

THIS NOTICE WILL BE POSTED FOR A PERIOD OF FIVE (5) WORKING
DAYS FROM APRIL 30, 2021 THROUGH MAY 7, 2021

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Director of Personnel/EEO Officer
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