



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: SENIOR CLEANER

YATES COUNTY IS SEEKING APPLICANTS FOR SENIOR CLEANER TO FILL 1 VACANCY

Type of Appointment:	Provisional	Rate of Pay:	\$21.27 per hour
Position Status:	Full Time		
Classification:	Competitive		
Location:	Yates County	Contract:	CSEA, Group IV
Department:	Buildings & Grounds		
Vacancy:	1 position currently vacant <i>(to be filled as Cleaner or Senior Cleaner)</i>	Exam Date:	To Be Announced
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	Not Applicable (Exam will require a fee)
Posted:	September 4, 2025	Application Deadline:	September 19, 2025

SENIOR CLEANER - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing repetitive manual work and for overseeing Cleaners to ensure that assignments are performed properly and diligently. The incumbent also actively participates in work as assigned. The incumbent works under the direct supervision of the Buildings and Grounds Supervisor or other supervising authority depending on location. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Oversees and participates in repetitive manual work tasks;
- Ensures that Cleaners are performing their job duties properly and diligently;
- Dusts chairs, tables, desks, and other furniture;
- Washes windows, walls, woodwork, water closets, tubs, and bowls;
- Sweeps, mops, vacuums, waxes, and washes floors;
- Refills soap, towel, and paper dispensers;
- Reports any defective fixtures or mechanical equipment to supervisor;
- Maintain bathrooms by cleaning and sanitizing sinks, toilets, floors, etc.;
- Empties wastebaskets, collects and disposes of trash, cardboard and other recyclables;
- May arrange chairs, tables and other equipment for special use of buildings;
- May load and unload trucks;
- Maintains safety data sheets (SDS records) and labels for cleaning supplies;
- Assists with staff training policy and procedure relating to cleaning;
- Replaces defective light tubes;
- Cleans and polishes furniture and brass;
- Assists supervisor with a variety of building maintenance or repair tasks;
- May deliver packages;
- Responsible for ordering and maintaining inventory;
- May assist with interviewing and hiring of cleaning personnel;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of common cleaning methods, materials, and disinfecting methods;
Good knowledge of cleaning and maintenance equipment (e.g. vacuum cleaner, carpet shampooer and floor buffer);
Good knowledge of recycling procedures;
Ability to participate in assigned projects and lay-out work for others;
Ability to understand and follow oral and written instructions;
Ability to perform routine cleaning tasks;
Ability to lift heavy objects and perform work requiring bending, climbing, reaching and repetitive motion;
Ability to establish and maintain effective working relationships with others;
Willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma; **AND** four (4) years of building maintenance or relevant cleaning experience.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**