

# **Mahopac Central School District**

179 East Lake Boulevard  
Mahopac, New York 10541-1666  
Phone (845) 628-3415  
Fax (845) 628-5502

## **POSTING**

**TO:** All Staff  
**FROM:** Human Resources  
**DATE:** February 27, 2020  
**SUBJECT:** Posting of Position

The Mahopac Central School District is seeking candidates for:

### ***CLEANER/GROUNDSKEEPER*** ***Three (3) Positions – 2<sup>nd</sup> Shift*** ***Salary as per USWOM Bargaining Agreement***

Interested and qualified applicants are asked to submit a letter of interest with a resume to the Human Resources Office, Mahopac Central School District, 179 East Lake Boulevard, Mahopac, NY 10541-1666 by **3:00 p.m., , Wednesday, March 11, 2020.**

The Mahopac Central School District is an equal opportunity employer.

cc: Building Principals – **PLEASE POST**  
District Office – **PLEASE POST**  
Head Custodians – **PLEASE POST**  
Sandra Clohessy, Assistant Superintendent for Business  
Anthony DiCarlo, Superintendent of Schools  
Mary Fowler, MTAA Unit  
Ken Jones, USWOM Unit  
Debra Legato, Assistant Superintendent for Human Resources  
Thomas McMahon, MTA Unit  
Dagoberto Miranda, UPSEU Monitor Unit  
Lynne Mongon, UPSEU Administrative Unit  
John Russell, UPSEU Supervisors Unit  
Lemon Volpe, Supervisor of Transportation

## **CLEANER/GROUNDSKEEPER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is routine work involving responsibility for both the efficient and economical performance of cleaning and minor maintenance tasks for school buildings and grounds, but also requires physical endurance and a willingness to perform manual tasks. Work is performed under general supervision of higher level groundskeeping or maintenance staff. Performs related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only):**

Cleans interior section(s) of buildings; Dusts chairs, tables, and other furniture; Washes windows, walls, woodwork, blackboards, sinks and other fixtures; Replaces light bulbs, and assists with minor repairs; Sweeps, mops, and waxes floors; Gathers and disposes of refuse, replaces paper towels, and toilet tissue; Mows lawns and cares for flowerbeds, walks, and driveways; Marks and maintains athletic fields, tracks, courts, etc.; Rakes leaves, and trims shrubs, cleans catch basins; Shovels snow and blows snow; Maintains athletic fields and tracks, sets up and removes bleachers; Performs minor maintenance on mechanical equipment such as mowers, sanders, etc.; May be required to operate a school bus on occasion; Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of building cleaning principles and practices, materials and equipment; knowledge of the accepted procedures and practices of ground maintenance work; ability to follow simple verbal and written instructions; ability to make minor mechanical repairs; willingness to perform manual work; dependability.

### **MINIMUM QUALIFICATIONS:**

Six (6) months of paid work experience.

### **SPECIAL REQUIREMENT:**

Depending upon assignment, candidates may be required at the time of appointment to be between the ages of 21 and 65 and meet the requirements of the New York State Commissioners of Education and Motor Vehicles for operating a school bus, including Article 19A (V&T) certification.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.