

Naples Central School
NOTICE OF ANTICIPATED JOB OPENING

Date: March 22, 2021

Position: *Night* Custodian – 8.0 hours per day

Number of Positions: One – 40 hours per week

Minimum Qualifications: One year of experience in building cleaning or maintenance work.

**** As required by Ontario County Department of Personnel, because this position is classified as Competitive under Civil Service Regulations, candidates to be considered *must be willing to take the open competitive examination for Custodian, Exam # 3-2021, on May 15, 2021 and rank among the top three on the certified listing from Ontario County.***

The application deadline is April 14, 2021 for the Custodian Exam. You may sign up for the exam through Ontario County Civil Service at <https://ontario-portal.mycivilservice.com/exams>.

Distinguishing Features of the Class:

This position involves responsibility for the efficient and economical cleaning and maintenance of a building and related facilities. The work is performed under general direction with some leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Immediate supervision may be exercised over the work of subordinates; does related work as required.

Typical Work Activities:

Makes regular inspection of buildings and grounds to maintain proper cleaning and maintenance procedures;
Participates in cleaning and maintenance work and may supervise such activities;
Operates or checks the operation of oil, gas or coal fired heating systems;
Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;
Keeps records and makes reports of supplies used and activities carried on;
Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;
Reports any acts of vandalism or breakage to proper authorities.

Work Location: Naples Central School - District Buildings

Salary: \$12.50 - \$21.00/hr. based on experience

Contact: Chad Hunt, Director of Facilities

Application Procedure: *There are two parts to the application procedure:*

1. Submit your completed **[Naples Central School Employment Application](http://www.naplescsd.org)** (found at **www.naplescsd.org) *by Tuesday, April 6, 2021 to:***

Naples Central School
136 North Main Street
Naples, NY 14512
Attention: Chad Hunt, Director of Facilities & Transportation

2. **Apply for Custodian, Exam # 3-2021 through Ontario County Civil Service at <https://ontario-portal.mycivilservice.com/exams>. Application deadline is April 14, 2021**

The Naples Central School District offers employment opportunities without regard to sex, race, color, national origin or handicap. Inquires regarding this nondiscrimination policy may be directed to:
Title IX Coordinator, c/o Naples Central School, 136 North Main Street, Naples, NY 14512.