



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN A. NIGRELLI**  
Acting Superintendent

**POSTING DATE: 05/23/2023**

**APPLICATION DUE BY: 06/07/2023**

**Title:** Station Cleaner  
Starting Salary: \$15.49/hour

**Location:** Division Headquarters – Central Records Bureau  
Albany, New York 12226  
Albany County

**Employment Type:** Part-Time, 60 hours bi-weekly

**Work Days:** Monday through Friday

**Union Representation:** CSEA Operational

**DUTIES**

- Washes floors, corridors, stairs and stairwells, walls, partitions, windows from the inside or outside of buildings using mops, brushes, detergents, buffers, floor scrubbers, and other cleaning implements.
- Collects, transports, and disposes of medical waste or spoiled linens in accordance with cleaning procedures.
- Strips and waxes floors; vacuums and shampoos carpets; and dusts assigned areas using manual or mechanical equipment.
- Cleans and scrubs all areas of lavatories and locker rooms, such as sinks, urinals, toilets, showers, shower walls and drains, tile floors, and locker room common areas.
- Replaces light bulbs, dusts or washes light fixtures and high places such as ceilings using ladders and scaffolds.
- Cleans and polishes furniture, metal fixtures, and equipment.
- Removes hazardous articles on floors, furniture, and equipment and places them in designated receptacles or in appropriate places.
- Moves furniture and equipment in connection with cleaning activities or sets up for meetings or special events.
- Changes curtains and drapes and hangs pictures and other decorative objects.
- Empties trash, recyclables, and waste, in accordance with cleaning schedule.
- Assembles cleaning cart to conform to assigned cleaning duties and mixes and

properly dilutes cleaning solutions in accordance with manufacturer directions.

- Wears appropriate protective clothing, and other specialized protective equipment as required by the cleaning assignments.
- Checks supplies and equipment functioning, and notifies supervisor of low supply levels, equipment malfunction, and building maintenance issues noted during cleaning.
- May be assigned to remove snow and salt walkways; clean sidewalks, yards, and drives; and mows lawns with manual or mechanical equipment.
- May be assigned to laboratories, clean rooms, operating rooms, or hospital, school, or custodial care settings that require a high degree of cleanliness and disinfectant processes that must be followed to minimize the spread of infection.

### **MINIMUM QUALIFICATIONS**

- Must be able to perform physical labor.
- Must be able to understand and carry out written or oral instructions.
- Knowledge of various cleaning substances and ability to use various cleaning equipment and products.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

### **HOW TO APPLY:**

Kindly send a letter of intent and complete resume to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Attention: Non-Sworn Hiring Unit*