

## **CLEANER/CHAUFFER**

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform cleaning and minor maintenance tasks in a building, and operate a motor vehicle in transporting persons or materials and in running errands. Tasks are performed according to well established procedure.

Direct supervision in the form of special assignments is received from a supervisor.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Sweeps and mops floors and stairs;

Dusts desks, woodwork, furniture and equipment;

Washes windows, walls, blackboards, sinks and other fixtures;

Empties waste baskets, collects and disposes of rubbish;

Clears snow and ice from walks;

May perform minor painting and other minor maintenance duties;

May perform a variety of minor groundskeeping duties such as operating a hand mower, trimming shrubs, raking leaves;

Operates a passenger car, station wagon, or van in the transportation of persons or materials;

Delivers messages, supplies and materials;

Cleans and makes minor repairs to vehicle operated.

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

Working knowledge of building cleaning practices, supplies and equipment; good knowledge of the operation of a motor vehicle; good knowledge of New York State motor vehicle laws; good knowledge of the geography of the county; ability to follow simple oral and written

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instructions; willingness to perform routine cleaning and other manual tasks; and dependability.

MINIMUM QUALIFICATIONS: Possession of an appropriate New York State operator's license.

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Last Reviewed: June 14, 1984  
Jurisdictional Class: non-competitive  
Public Hearing:  
NYS Civil Service Commission Approval: