

MESSENGER – CUSTODIAL WORKER
(Eastchester #1)

GENERAL STATEMENT OF DUTIES: Delivers mail, records, packages, films and other materials to points within and outside a school district; performs unskilled tasks required in the maintenance of school district buildings and grounds; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, operates a pick-up and delivery service between various points involving the operation of an automobile or light truck and/or within a walking area. Clerical work is limited to keeping records concerning such deliveries. In addition, the incumbent performs routine work in the cleaning and maintenance of school district buildings and performs general grounds work.

EXAMPLES OF WORK: (Illustrative Only)

Picks up and delivers mail, records, films, packages, and other materials on foot or by automobile to offices both within and outside of the District;

Sorts incoming mail;

Keeps record of items received and delivered;

Stamps and seals outgoing mail;

Cleans, washes and maintains automobile or light truck used for deliveries;

Operates various office machines, i.e., postage meter, copier;

Mows, reseeds, rolls, and fertilizes lawns and athletic fields;

Makes minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating system and other equipment;

Performs a variety of semi skilled and unskilled work in general building and grounds maintenance tasks, i.e. removes garbage, clearing snow, mowing lawns, raking leaves, trimming shrubs, and clearing litter and debris.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of safety precautions involved in the operation of light automotive equipment; working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently; familiarity with accepted procedures and practices of grounds maintenance work; ability to operate a motor vehicle; ability to understand and follow simple oral and written instructions; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks; ability to get along well with others; ability to make minor repairs; ability to lift deliveries up to 50 pounds; dependability; courtesy; neat personal appearance; physical endurance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Completion of two years of high school or two years work experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment.

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.