

GENESEE COUNTY

COURIER/CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving efficient performance of cleaning tasks throughout buildings. As well as the responsibility for both the safe and economical operation of a motor vehicle in the collection, transportation and delivery of supplies, materials and mail. The work is performed under direct supervision of a Supervisor who assigns tasks and frequently inspects and evaluates the employee and their work when completed, according to set procedures. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Operates a motor vehicle to collect, deliver and distribute mail, deliver supplies, materials, equipment or other materials to various sites or buildings;
May pick up and deliver mail to and from the post office;
Loads and unloads the vehicle;
Makes special deliveries as assigned;
Check the vehicle for safe and economical operation;
Cleans interiors of buildings, replaces supplies;
Sweeps and mops floors by hand or floor machine, polishes floors;
Dusts woodwork, furniture and other articles and surfaces;
Cleans lavatories and replenishes supplies;
Washes windows, walls, woodwork, sinks, dishes and other dishware equipment or fixtures;
Vacuum carpets;
Gathers and dispose of refuse;
Picks up recyclables;
Assists with set up of tables and chairs for meeting/events;
May perform minor repairs and preventative maintenance on vehicles;
Does related work as needed.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the operation of light motor vehicles; good knowledge of vehicle and traffic laws as related to the operation of automotive equipment; ability to make simple automotive repairs; ability to perform general maintenance work; working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently, the ability to understand, follow oral and written directions; ability and willingness to perform routine manual tasks; tact; good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS AND CONTINUED EMPLOYMENT: Possession of a valid New York State Motor Vehicle Operator's License and maintenance of such license throughout the tenure of employment in the position.

Competitive

Adopted 11/23/2020

Non-Competitive Class adopted 6/28/22