Hamilton County Personnel/Civil Service

Full-time position available immediately!

Custodian

The Hamilton County Department of Public Works has a full-time opening in the Buildings Division for a Custodian. The incumbent has charge of building cleaning, operation and minor maintenance activities in a building or complex. The work of employees in this class is distinguished by responsibility for the efficient and economical cleaning and maintenance of a small building or for a larger building on an assigned shift. Work is performed under general supervision with some leeway for use of independent judgment in keeping the building up to approved standards of cleanliness and operation. This is a full-time, 40-hour position with an excellent benefits package (health, dental, vision, and life) and NYS Retirement, paid holidays and paid time off. The position starts at $19.98 to $21.63/hr (commensurate with experience).

What You'll Do:

- Supervise and participate in all building cleaning activities;
- Assign tasks to subordinates, give instruction in the use of building cleaning supplies, materials and equipment, and check to see that assignments are carried out;
- Operate or check the operation of oil, gas, coal-fired or electrical heating systems;
- May perform a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;
- May supervise and participate in a variety of grounds keeping activities;
- Checks to ensure that buildings are heated, cleaned, locked, and in readiness for all activities;
- Consult with superior regarding unusual maintenance problems and make recommendations concerning the purchase of supplies, materials and equipment;
- Keep simple activity records.

NOTICE: Candidate chosen for the position will be given a Non-Competitive appointment through the NY HELPS Program. There will not be a Civil Service examination.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma recognized by the State of New York and one (1) year of building cleaning or maintenance experience.

Applications accepted until December 8, 2026.

Hamilton County Personnel | 102 County View Drive, PO Box 174, Lake Pleasant, NY 12108
www.hamiltoncountyny.gov/personnel | 518-548-6375 | personnel@hamiltoncountyny.gov