

PLEASE POST

NYC OFF TRACK BETTING CORPORATION
JOB OPPORTUNITY NOTICE #03-09
March 6 , 2009

NOTICE OF VACANCY FOR ASSISTANT BUILDING CUSTODIAN.

This position is open to candidates who meet the minimum qualification requirements.

SALARY AND VACANCIES: The salary for this position is \$27,911 (new hire rate). Current OTB employee minimum rate is \$32,093. There is **ONE** open position in this title in the **Branch Custodial Services Department**.

FILING PERIOD: March 6, 2009 through March 16, 2009.

Interested persons who meet the minim requirements cited below must complete and file an Application for Employment. Applications are available at all **OTB** branch offices and at the:

HUMAN RESOURCES DEPARTMENT
1501 Broadway, ROOM 1122
New York, New York 10036
ATTN: KATHLEEN REHM

Completed applications should be forwarded to the above through interoffice mail.

MINIMUM REQUIREMENTS:

Graduation from elementary school and three (3) years of full time paid experience in cleaning and maintaining a building, or a satisfactory equivalent combination of education and experience.

LICENSE REQUIREMENT: A Drivers License valid for operation of a motorized vehicle in New York State is a must.

DUTIES & RESPONSIBILITIES:

Under general supervision, performs work of ordinary difficulty and responsibility cleaning, maintaining, and enforcing of safety requirements in one or more moderately sized public buildings and the immediate grounds, or in a larger building in supervising custodial employees on an assigned shift.

EXAMPLES OF TYPICAL TASKS:

- Is responsible for the cleanliness and maintenance of moderately sized public building including supervision of a number of custodial employees performing such tasks as sweeping, dusting, mopping, polishing, waxing, bathroom maintenance, gathering and disposing of refuse, cleaning walks and snow removal.
- Aids in the training of newly appointed custodial employees and in the preparation of work schedules & requisitions.
- Stores and issues janitorial supplies, keeps inventory, time sheets and other records.
- Prepares reports on work activities, accidents and unusual conditions.
- Performs related work

NOTE:

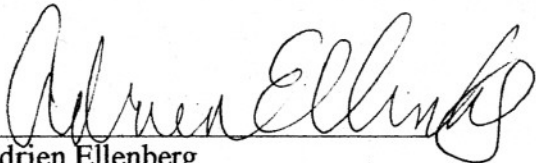
- There will be no written tests. Candidates will be selected on the basis of Training & Experience as shown on their applications.
- There is a One (1) year probationary period for this title
- Eligibility is judged from Application for Employment forms only. Therefore, application must be filled out in full. Attach a resume if available.
- Work is usually scheduled when the branches are closed.
- 40 Hour workweek. Shifts can be days, evenings, or overnight could include weekends and holidays. Work schedules and overtime will be determined by the needs of the Department.

As noted above a Drivers License valid for operation of a motorized vehicle in New York State is required.

Selected candidate may be subject to a new Criminal Background Investigation

ANY MISREPRESENTATION/FALSIFICATION LISTED ON THE APPLICATION WILL BE JUSTIFICATION FOR DISQUALIFICATION AND MAY BE GROUNDS FOR DISCIPLINARY ACTION.

Approved By:



Adrien Ellenberg
Executive Director, Human Resources

NYC OTB is an Equal Opportunity Employer