

# Vacancy Notice

# OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Custodial Worker I (Substitute)*

Division: Operations and Maintenance

Location: Cortlandville Campus, Cortland Alternative School, and Seven Valleys New Tech Academy, Cortland, NY

Duties: Custodial work (routine manual building cleaning tasks, cleaning ceiling vents, changing lights, washing windows, toilets, fixtures, collecting trash, etc.); light duty repairs (minor maintenance and repair, maintain equipment, use power tools); recordkeeping (maintain stock level of supplies and equipment, inspect and maintain fire extinguishers and safety equipment, open and close building); grounds maintenance (mowing, snow removal, etc.); courier-type activities (move furniture, make deliveries, etc).

Qualifications: Demonstrated ability to do the work.

Salary: Grade 7; Salary to be determined

Starting Date: On or about March 22, 2021

Closing Date: Two (2) weeks from date Notice posted

**To apply, forward cover letter and resume to:**

Personnel Department/Recruitment Office  
Onondaga-Cortland-Madison BOCES  
PO Box 4754  
Syracuse, NY 13221  
Telephone: (315) 433-2634 / Fax: (315) 433-2650  
[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)

[www.ocmboces.org](http://www.ocmboces.org)

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