

## CUSTODIAN

### DISTINGUISHING FEATURES OF THE CLASS:

The work of employees in this class is distinguished by responsibility for the efficient and economical cleaning and maintenance of a 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. Supervision may be exercised over the work of a number of custodial personnel.

### TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises and participates in all building cleaning activities;
2. Assigns tasks to subordinate, gives instructions in the use of building cleaning supplies, materials and equipment, and checks to see that assignments are carried out;
3. Operates or checks the operation of oil, gas or coal-fired heating systems;
4. Performs a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;
5. May supervise and participate in a variety of grounds keeping activities;
6. Checks to insure that buildings are heated, cleaned, locked and in readiness for all activities;
7. Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;
8. Keeps simple activity records;
9. Refurbishes wood floor surfaces;
10. May, if necessary, be required to operate a school bus or delivery vehicle, if physically fit, qualified, and properly licensed.

### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of building cleaning practices, supplies and equipment sufficient to lead and participate in the cleaning of large size institutional buildings;

Ability to use building cleaning supplies and equipment efficiently and economically;

Ability to make minor plumbing, electrical, carpentry and mechanical repairs to perform a variety of routine maintenance tasks;

Ability to understand and carry out oral and written directions;

Ability to supervise the work of others;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

One year of experience which primarily involved institutional or commercial building cleaning and minor maintenance activities.

### SPECIAL REQUIREMENT

Agency may require possession of a New York State Driver License at time of appointment.

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