

ASSISTANT SUPERVISING CUSTODIAN ENGINEER

Code No: 5-03-045

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position in plant operations involving responsibility for assisting in the supervision of building cleaning and maintenance functions as well as boiler operations within assigned plant facilities. This classification differs from its higher Supervising Custodian Engineer by virtue of its limited supervisory responsibility. The Assistant Supervising Custodian Engineer assists and supports the Supervising Custodian Engineer with the daily operations of school buildings and related facilities to ensure quality and appropriate work methods. This position may be assigned to a day or evening shift. The employee reports directly to and works under general supervision of a higher-level staff member. General supervision is exercised over a large custodial staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.):

Establishes and maintains positive, effective and supportive relationships with building administrators;

Ensures timely, safe and efficient custodial services, and compliance with New York State and local health and sanitary codes;

Conducts daily inspections and quality assessments of school buildings to ensure adherence to custodial procedures and safety initiatives;

Provides on-site orientation training for newly hired custodial staff, as well as continuous skill enhancement training;

Makes recommendations for employee discipline when necessary;

Completes work logs, reports and schedules;

Operates and maintains boilers;

Responds to custodial emergencies that may arise during evening shifts and/or after buildings are closed;

Supervises evening custodial operations, including Operations Department Project Team;

Provides building coverage during absences of Custodian Engineers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building services functions of cleaning, minor repair work, and operation of heating and ventilating systems; good knowledge of the custodial maintenance of plant facilities; good knowledge of NYS and local health and sanitary codes related to custodial services; supervisory skill; ability to supervise the work of others; ability to keep records and schedules; ability to operate a low pressure gas or oil fired boiler with a boiler horsepower between 125 and 750; ability to operate control dials and read pressure gauges on automatic

boilers; ability to evaluate employee performance; ability to demonstrate equipment use; ability to conduct in-service training programs; ability to conduct inspections for compliance; ability to maintain production records; ability to establish and maintain effective working relationships; ability to communicate effectively orally; reliability; mechanical aptitude; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; plus EITHER:

- (A) Five (5) years of paid full-time or its part-time/volunteer equivalent experience in building housekeeping, operation and maintenance work which shall have involved the operation of stationary steam plant boilers or heating, ventilating, and air conditioning units, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years experience as defined in (A) above, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Possession of a third class Stationary Engineers license.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 3, 2002