

SUPERVISING CUSTODIAN ENGINEER

Code No: 5-01-033
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible technical position in plant operations involving responsibility for supervision of the cleaning and maintenance functions as well as boiler operations within assigned plant facilities. Employees of this class inspect cleaning and maintenance work to ensure quality of work and proper work methods. Supervising Custodian Engineers are assigned to a day or evening shift. Work is performed under direct supervision of the Supervisor of Plant Operations or other 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):

Supervises a building service program including cleaning and minor maintenance operations;

Inspects work of custodial staff for quality and proper methods;

Schedules work assignments and equalizes work-loads among custodial employees;

Assesses staff requirements and reassigns staff as needed;

Supervises operation of boiler plants within a facility;

Prepares and submits monthly inspection reports and work completion reports;

Maintains logs of completed work;

Conducts disciplinary hearings to determine cause for employee suspension or dismissal;

Provides formal training to Custodian Engineers for Stationary Engineer licensure;

Instructs and guides custodial staff in cleaning methods and boiler operations;

Operates boilers;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of building services functions of cleaning, minor repair work, and operation of heating and ventilating systems; thorough knowledge of techniques, procedures, supplies and equipment utilized in the custodial maintenance of plant facilities; ability to supervise the work of others; 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 maintain production records; 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 a high school equivalency diploma; plus EITHER:

- (A) Eight (8) years paid full-time or its part-time equivalent experience in building housekeeping, operation and maintenance work which shall have involved the operation of a stationary steam plant, three (3) 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 a Bachelor's degree plus five (5) years paid full-time or its part-time equivalent experience as defined in (A) above, three (3) 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 REQUIREMENT: Possession of a Third Class Stationary Engineers license at time of appointment.

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

PECIAL 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.

Monroe County Civil Service Commission
REVISED: January 8, 1987
REVISED: May 5, 2022