

CUSTODIAL ASSISTANT

Code No.: 5-03-017
COMPETITIVE*

DISTINGUISHING FEATURES OF THE CLASS: This is a custodial position responsible for cleaning and minor maintenance and repair tasks in the upkeep of building interiors and exteriors for a department, agency, hospital, or school. Duties involve the application of simple routines and procedures in accomplishing cleaning tasks, minimal trade skills when performing maintenance and repair tasks. This position is distinguished from the position immediately below, Cleaner, by responsibility for maintenance and repairs, and the operation of floor cleaning equipment such as rider and walk behind autoscrubbing machines, polishing equipment, and small lawnmowers. The Custodial Assistant may exercise limited supervision over Cleaners, including responsibility for proper completion of work assignments. 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.)

Performs standard cleaning duties including sweeping, mopping, and vacuuming of floors and carpets, washing and dusting office and school furniture and bathroom fixtures, and replenishing dispensers with disposable paper products;

Performs simple service and repair work to furniture, and electrical and mechanical equipment, such as tightening loose nuts and bolts, unplugging defective electrical cords, replacing light bulbs, replacing washers;

Collects and disposes of trash;

Assists in the moving, distributing, and transporting of furniture, supplies, and equipment;

Turns off lights, secures and locks windows and doors;

Sweeps outside steps, rakes and picks up leaves and debris, shovels snow, and salts steps and walkways;

Pushes or rides lawnmower used in trimming grounds;

Writes work orders for maintenance and repair jobs;

Checks to see Cleaners have completed assignments properly;

Assists in lawnmower maintenance such as routine greasing, wheel replacement, and starter-cord replacement.

When assigned to the Rochester City School District:

Switches alarm systems from manual to automatic before leaving building for the night.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of building cleaning procedures, materials, and equipment; working knowledge of cleansing agents and proper application; working knowledge of cleaning and mowing equipment operation and proper safety measures; ability to follow oral and written instructions, especially as printed on cleansing agents and mechanical equipment; ability to read and write simple sentences; ability to communicate orally and in writing; ability to operate cleaning equipment and lawnmowers;

ability to make minor maintenance repairs; ability to perform repetitive, basic cleaning tasks; ability to pay attention to safety when using cleansing agents and electrical and mechanical equipment; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year paid full-time or its part-time equivalent experience in building cleaning work.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: May 29, 1985
REVISED: February 7, 2002
REVISED: June 6, 2013
REVISED: September 12, 2016

*NON-COMPETITIVE for school districts only; varies in other jurisdictions.
Approved non-competitive for Town of Brighton on 4/7/09 by State Civil Service Commission action.