

CUSTODIAN

Code No.: 5-03-009
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing routine cleaning and semi-skilled repair and maintenance tasks. The work involves responsibility for the condition of a public building or an assigned section of a building. This position differs from Head Custodian by performing more hands-on work. The employee reports directly to, and works under the general supervision of a Head Custodian or other higher level staff member. General supervision may be exercised over lower level staff such as Custodial Assistants and Cleaners. 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.)

Sweeps, mops, washes, dusts and performs other cleaning duties;

Vacuums and shampoos carpets and stuffed furniture;

Empties waste containers and disposes of rubbish;

Replaces light bulbs, towels, soap and other supplies;

Operates floor and carpet cleaning/scrubbing equipment;

Repairs furniture;

Performs minor carpentry, mechanical and related tasks;

Makes minor repairs of plumbing and electrical fixtures and related equipment;

Checks to ensure that buildings are heated, cleaned, locked and unlocked in readiness for all activities;

Checks the operation of heating systems;

Cuts grass, trims shrubbery, rakes leaves, shovels snow, and generally maintains grounds;

Ensures buildings are secure and utilizes electronic security systems;

Assists in unloading, moving, handling and delivery of equipment, furniture and supplies;

Maintains building recycling program;

Paints rooms and equipment;

Maintains swimming pools;

Cleans and polishes buses.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment; good knowledge of building surfaces and their proper care; working knowledge of the tools, terminology and practices involved in building maintenance; ability to operate floor cleaning and lawn mowing equipment; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks; ability to understand and follow oral and written directions; ability to comprehend appropriate bathroom sanitation processes; ability to read and comprehend Material Safety Data Sheets, Product Safety Data Sheets, and Safety Data Sheets; ability to perform at a steady pace; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of eighth grade plus one (1) year paid full-time or its part-time equivalent experience in building cleaning work.

SPECIAL REQUIREMENT: 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: December 23, 1981
REVISED: October 4, 1994
REVISED: February 7, 2002
REVISED: March 7, 2013