

CUSTODIAN ENGINEER

Code No: 5-03-044

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a custodial supervisory position at the Rochester City School District responsible for general housekeeping, maintenance tasks, semi-skilled repair work, steam boiler maintenance, record keeping, and the general physical condition of an assigned building or school. This position differs from Assistant Custodian Engineer by virtue of the performance of supervisory duties and less hands on work. The employee reports directly to, and works under the general supervision of the Supervisor of Plant Maintenance or other higher level staff member. General supervision is exercised over Assistant Custodian Engineers, 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.)

Coordinates and participates in maintenance activities including building service, housekeeping, general maintenance, mechanical and electrical maintenance, plumbing and minor carpentry, and steam boiler maintenance within an assigned school or building;

Supervises and participates in the firing and maintenance of steam boilers and related equipment;

Monitors work schedules and recommends changes;

Plans work assignments including work order priorities, special housekeeping, etc.;

Checks building to determine work that must be done by custodial staff;

Evaluates custodial staff and makes recommendations with regard to training and promotion;

Carries out directives from the central office and building administration;

Places orders for supplies and equipment through the central office;

Maintains records of boiler checks, purchase orders, requisitions and payroll related information;

Trains all housekeeping and custodial personnel assigned to his building including substitutes;

Checks and approves payrolls;

Assists with employee and student safety and building security.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of building housekeeping and maintenance methods, materials and equipment; good knowledge of the operation and maintenance of steam boilers and related equipment; ability to plan and supervise the work of others; ability to maintain records of department activities and expenditures; ability to supervise and perform semi-skilled repair work on complex operating systems; ability to supervise and make minor maintenance repairs; ability to

supervise the operation of electrical and manual cleaning equipment; ability to understand and follow oral and written directions; ability to communicate effectively orally and in writing; ability to work well with others, especially students and teaching staff; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Two (2) years of paid full-time or its part-time equivalent experience in building housekeeping, operation and maintenance work which must have involved the operation of a stationary steam plant; OR,
- (B) Possession of a Chief, First, Second or Third Class Stationary Engineer's License issued by a Board of Stationary Engineers in the State of New York.

NOTE: Additional experience can be substituted for the educational requirement on a year-for-year basis.

SPECIAL REQUIREMENT: Possession of a Third Class Stationary Engineer's License issued by a Board of Stationary Engineers in the State of New York, at the time of appointment.

REVISED: January 8, 1987

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