

ASSISTANT CUSTODIAN ENGINEER

Code No: 5-03-042

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a custodial position responsible for assisting a Custodian Engineer with general housekeeping, maintenance tasks, semi-skilled repair work, steam boiler maintenance, recordkeeping, and the general physical condition of an assigned building or school in the Rochester City School District. The Assistant Custodian Engineer differs from Custodian Engineer by the absence of supervisory responsibilities and more hands on work. The employee reports directly to, and works under the general supervision of a Custodian Engineer or other higher level staff member. General supervision may be exercised over Custodial Assistants or Cleaners. The Assistant Custodian Engineer may assume the Custodian Engineer's responsibilities in his/her absence. 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 maintenance activities including building service, housekeeping, general maintenance, mechanical and electrical maintenance, steam boiler maintenance, plumbing and minor carpentry work including rebuilding fixtures and replacing non-working parts;

Fires and maintains steam boilers and related equipment;

Reads meters and gauges to determine operating condition of equipment and tests the chemical composition of the water in the boilers;

Disassembles boilers to clean and repair internal parts;

Operates air conditioning units and related equipment and performs minor repairs;

Cleans and lubricates pumps, fans, air compressors and other equipment;

Maintains floors and carpets in halls, stairways, classrooms, locker rooms, offices, and rest rooms;

Assists in keeping records of boiler checks, purchase orders, requisitions and payroll information;

Collects and disposes of refuse;

Washes, paints and varnishes furniture and equipment;

Performs basic grounds and maintenance tasks with hand or power equipment;

Closes and locks all windows and secures buildings;

Monitors the operation of swimming pool pumps and filters and treats the water with chemicals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good 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 assist with maintenance of records of department activities and expenditures; ability to follow oral and written instructions; ability to operate electrical and manual cleaning equipment; ability to perform semi-skilled repair work on complex operating systems; ability to make minor maintenance repairs; ability to communicate effectively orally and in writing; ability to work well with others, specifically 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) One (1) year of paid full-time or its part-time equivalent experience in building housekeeping, operation and maintenance work involving 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.

FORMERLY: Assistant Custodian

REVISED: January 8, 1987

Reviewed: 1/6/87

REVISED: November 19, 1987

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