

CUSTODIAN

Minimum Qualifications: None

Reports to: Director of Facilities II

Essential Job Function-Distinguishing Features of the Class:

The work involves building , cleaning, maintenance, and grounds keeping duties within public buildings and facilities. The work is performed under general supervision with leeway allowed for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. This class differs from that of Cleaner by virtue of an incumbent's responsibility for significant duties involving the construction, maintenance, repair, and operation of agency facilities and equipment. Supervision may be exercised over the work of cleaning personnel. A Custodian does related work as required.

Performance Responsibilities-Typical Work Activities:

1. Cleans floors, stairs, windows, walls, blackboards, sinks, and other fixtures.
2. Dusts and polishes desks, woodwork, furniture, and other equipment.
3. Collects and disposes of refuse.
4. Performs grounds keeping activities such as clearing snow and ice, mowing lawns, trimming shrubs, raking leaves, planting flowers and shrubs, and preparing athletic fields.
5. Arranges chairs, tables, and other equipment for special events.
6. Checks and adjust operation of clocks and bells.
7. Delivers packages, messages, and supplies.
8. Performs repairs on shades, desks, tables, chairs, soap and towel dispensers, locks, tiles, and other equipment.
9. Opens, closes, and checks buildings, securing windows, locks, and doors.
10. Performs inside and outside painting jobs.
11. Monitors and performs adjustments to boilers to ensure proper oil and water levels, pressure, etc.
12. Prepares and/or maintains inventories, records, and reports.
13. Maintains swimming pool by cleaning filters and water, sanitizing decks, and taking water samples.

Full Performance, Knowledges, Skills, Abilities, and Personal Characteristics:

Good knowledge of building cleaning practices, supplies, and equipment, and ability to use them efficiently and economically. Working knowledge of the operation and maintenance of steam boilers and auxiliary equipment. Knowledge of safety practices associated with the work. Ability to make necessary plumbing, electrical, carpentry, and mechanical repairs and to perform a variety of routine maintenance tasks. Ability to understand and carry out oral and written

directions, thoroughness, dependability and physical condition suitable to the demands of the position.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the Director of Facilities II.

Special Requirement for Appointment:

In agencies where required, possession of an appropriate class New York State Motor Vehicle Operator's license.

Special Requirement for Appointment in School Districts/BOCES:

Per 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.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

3/2014