

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive work responsible for efficiently and economically performing building cleaning duties and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to well established routines. An incumbent may be responsible for the cleanliness and minor maintenance in municipal buildings or a small school building or work under supervision of a higher ranking employee at a larger school. Lead and participate supervision may be exercised over the work of small crew of custodial workers on an assigned shift. This position is distinguished from a Custodial Worker by the increased amount of minor maintenance responsibilities, independence of action and the responsibility for ensuring the building is secure. Duties will vary dependent on the season and nature of the school year and session. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Open and unlock building, close, lock and secure building, maintains keys;

Sweeps, mops and waxes floors, washes walls, windows and blackboards,

cleans erasers, dusts and performs other cleaning duties;

Cleans and mops lavatories and locker rooms;

Dusts desks, woodwork, furniture and other equipment;

Removes snow and ice from walks and driveways;

Makes minor repairs to furniture, electrical fixtures, windows and window shades,

locks, faucets, heating system and other equipment,

Gathers and empties waste baskets and disposes of refuse;

Repairs window shades, replaces light bulbs, soap and towels and replaces

filters in vents;

Arranges chairs and tables and other equipment for special use of

building;

Mow lawns, trim shrubs, rake leaves, and perform of other groundskeeping tasks

as assigned;

Receives, moves and stores incoming supplies;

May be assigned to lead and participate with a small crew of Custodial Workers
on an assigned shift;

May be assigned to provide guidance to Custodial Workers on the proper uses of
heavy mechanical equipment in stripping, waxing and polishing floors;

May assist in the operation and maintenance of an oil or gas fired low pressure
heating system;

May be required to wash outside windows at heights;

May sand and repair desks, tables and chairs;

May assist in making minor plumbing carpentry and electrical repairs;

May load and unload trucks;

Performs a variety of errands and related custodial tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS. ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of building cleaning practices, supplies and equipment, and
ability to use them economically and efficiently:

Ability to acquire knowledge of the operation and maintenance of building
heating equipment;

Ability to make minor plumbing, electrical, carpentry and mechanical repairs and
perform a variety of routine maintenance tasks;

Ability to understand and carry out simple oral and written directions;

Ability to get along well with others;

Willingness to perform custodial and other manual tasks;

Mechanical aptitude, thoroughness, dependability;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of experience performing building cleaning tasks, including the performance of routine minor maintenance tasks or one (1) year of experience in the areas such as minor plumbing, carpentry and/or electrical repairs.