

CUSTODIAN/CHAUFFER

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform cleaning and minor maintenance tasks in a building, supervise one or more persons performing similar duties, and operate a motor vehicle to transport one or more persons, materials and to run errands. Work is performed under general supervision with some leeway for use of independent judgment in keeping the building up to approved standards of cleanliness and operation.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises and participates in all building cleaning activities;

Assigns tasks to subordinates, gives instructions in the use of building cleaning supplies and equipment, and checks to see that assignments are carried out;

Operates a passenger car, station wagon, or van to transport persons or materials and to run errands;

Operates or checks the operation of a heating or ventilation system;

May perform a variety of semi-skilled carpentry, plumbing, electrical, and other building maintenance

tasks;

May supervise and participate in a variety of grounds keeping activities;

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

Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;

Keeps simple activity records.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of building cleaning practices, supplies and equipment; ability to use building cleaning supplies and equipment efficiently and economically; ability to make minor 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; ability to operate a motor vehicle safely; ability to lead and supervise the work of others; willingness to perform custodial and other manual tasks; thoroughness; and dependability.

MINIMUM QUALIFICATIONS: One year of building cleaning or maintenance experience, and possession of an appropriate New York State license to operate a motor vehicle.