

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform manual duties in the cleaning and maintenance of buildings. Work is performed under general supervision with incumbent being responsible for maintaining the building at approved standards of cleanliness and operation. Incumbent must be knowledgeable of and skilled in the operation of all cleaning equipment and building mechanical systems. Supervision is exercised over the work of a small number of custodial workers or cleaning personnel.

TYPICAL WORK ACTIVITIES:

Supervises and participates in all building cleaning activities;

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

Operates and checks the operation of mechanical systems;

Performs a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;

Changes oxygen tanks;

May supervise and participate in a variety of groundskeeping activities including, but not limited to, weeding, mowing and snow removal;

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

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

Keeps activity records;

Inventories cleaning and maintenance supplies and advises supervisor;

Disinfects rooms and furniture, cleans isolation rooms;

CUSTODIAN

Page 2

Oversees the proper discarding of infectious waste material;

Performs other assigned tasks.

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

TERISTICS: Good knowledge of building cleaning practices, supplies and equipment (both cleaning and building mechanical) and ability to use them 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 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. An appointing authority may require that appointees possess a valid New York State motor vehicle operator's license.

Y:\CLASPLAN\custodian.doc

Last Reviewed: 9/16/97

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/27/2023