

SENIOR CUSTODIAN (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the efficient and economical cleaning and maintenance of a medium-sized school building or an assigned area in a large school building in a suburban school district. This class differs from the Custodian in that more responsibility is assumed and in some districts, this position also functions as a night supervisor over the custodial and cleaning activities performed. Supervision is received from a Head Custodian or an administrative employee of higher rank, with leeway allowed for the exercise of independent judgment. Supervision is exercised over custodians, cleaners, laborers and other maintenance personnel assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the cleaning of classrooms and other areas in a school building, makes frequent inspections of areas to determine if work is properly done;

Supervises and participates in the sweeping, mopping, waxing and polishing of floors;

Makes minor carpentry, plumbing, electrical or other building repairs;

Supervises and participates in cutting grass, removing snow and performs other grounds maintenance tasks as required;

Operates an oil or gas low or high pressure boiler;

Opens work areas and secures them upon completion of work;

Supervises and assists in the moving of office and institutional furniture and equipment;

Trains new employees in such duties as sweeping, mopping and waxing floors, washing windows, cleaning lavatory fixtures and replenishing necessary supplies;

Evaluates work performance of subordinate employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment; good knowledge of the operation and maintenance of gas or oil fired low and high pressure boiler equipment; working knowledge of the tools, terminology and practices of the skilled trades; working knowledge of ground maintenance; ability to plan and supervise the work of custodial, cleaning and maintenance personnel; ability to understand and follow oral and written instructions; ability to deal with school and civic groups in a courteous and tactful manner; dependability; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or vocational school or possession of a high school equivalency diploma and two (2) years of experience in commercial cleaning practice or general building maintenance, including experience in any one (1) of the following trades: Carpentry, Electrical, HV & AC Systems, Plumbing; or
- B. Six (6) years of experience in commercial cleaning practice or general building maintenance, including experience in any one (1) of the following trades: Carpentry, Electrical, HV & AC Systems, Plumbing; or
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

Special Requirement: Possession of a valid Class D New York State driver's license at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Promotional Examination: Must be serving and have served continuously on a permanent or contingent permanent basis in the Competitive Class for twelve (12) months immediately preceding the date of the written test as a Custodian.