

Civil Division: Schools, BOCES
Jurisdiction Class: Competitive
EEO Category: Service/Maintenance
Revised: 01/23/06

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to a well established routine. An incumbent may be responsible for the cleanliness and minor maintenance in a small school building or work under supervision of a higher ranking employee at a larger school. Supervision may be exercised over the work of cleaners or helpers. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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;
Makes minor repairs to furniture, electrical fixtures, windows, and window shades, locks, faucets, heating system, and other equipment;
Empties waste baskets, collects, and disposes of rubbish;
Replaces soap, towels, light bulbs, and other supplies;
Keeps simple clerical records related to cleaning and maintenance tasks;
Mows lawns, trims shrubs, rakes leaves, removes snow and ice from walks and driveways, and performs a variety of other groundskeeping tasks as assigned;
Receives, moves, and stores incoming school supplies;
Arranges chairs and tables and other equipment for special use of school buildings;
May operate oil or gas fired low-pressure steam, hot water or hot air heating system;
May operate a light motor vehicle in transporting supplies, equipment, food, and mail;
May maintain, set up and tear down athletic fields for athletic events;
May operate a computer to receive, maintain, manage and disperse information as required;
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 school building heating and ventilation 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 operate a computer; ability to get along well with others; willingness to perform custodian and other manual tasks.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) One (1) year of experience in building cleaning or minor building maintenance activities; or other work of a similar nature.

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

SPECIAL REQUIREMENT: If the position requires the operation of a motor vehicle, the following applies:

Eligibility for an appropriate level New York State Driver's License at time of application.
Possession of a valid New York State Driver's License at time of appointment.
Incumbent must maintain license throughout appointment.

Adopted: 1980s
Revised: 12/18/87, 07/14/94, 04/11/95, 05/24/96, 02/08/01, 01/23/06

Title in promotional series: Custodian, Custodian-Bus Driver, Senior Custodian, Head Custodian