

BUILDING CUSTODIAL LEADER

DISTINGUISHED FEATURES OF THE CLASS: An employee in this class is responsible for performing, and supervising the performance of, custodial and semi-skilled maintenance activities. The work is performed under the general supervision of the Director of Security and Plant, or their designee, with broad leeway allowed for planning the methods and procedures involved in executing assigned tasks. Supervision is exercised over the work of Building Custodial Workers, Cleaners and Student Aides. Does related work as required.

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 general cleaning and light maintenance activities;

Installs and repairs light bulbs, simple plumbing fixtures and equipment;

May determine work assignments of subordinates;

Prepares time records of work of subordinates;

Maintains a variety of records;

May maintain and repair buffing machines, rug shampooers, vacuum cleaners and related custodial equipment;

May instruct custodial personnel on procedures for stripping, waxing and maintaining floors and other general cleaning procedures;

May paint offices, classrooms, hallways, bathrooms, etc.;

Supervise and participate in set ups for use of campus activities;

May operate campus vehicles and machinery.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the common practices, tools, terminology and safety precautions relating to building cleaning methods and maintenance; basic mechanical aptitude; manual dexterity; ability to plan and direct the work of others; ability to perform light maintenance and cleaning work; good judgment; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience in building cleaning and light maintenance activities; and, possession of a valid New York State Driver's License.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal

Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY

0800 BLD CUS LD

Classification: Competitive

0801 BDCSLD HLP

Classification: Non-Competitive

Grade: 7

Union: CSEA

Adopted: May 5, 1988

Revised: September 18, 1992