

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: The work of employees in this class is distinguished by responsibility for the efficient and economical cleaning and maintenance of a small school building or for a larger building on an assigned shift. 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. Supervision may be exercised over the work of a small number of cleaning or custodial personnel. 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.

Performs 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 or checks the operation of oil, gas or coal fired heating system;

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;

May remove snow and ice from walks, pathways and steps;

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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of building cleaning practices, materials and equipment, and the 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/ or written directions; ability to assign work to others; ability to get along well with others; willingness to perform cleaning and other manual tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of full-time paid building cleaning or maintenance experience, or its' part-time equivalent.

