

## CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves building cleaning, maintenance, and groundskeeping duties within public buildings and facilities. The work is performed under general supervision with leeway allowed for the exercise of independent judgement in keeping buildings and facilities up to approved standards of cleanliness and operation. This class differs from that of Cleaner by virtue of an incumbent's responsibility for significant duties involving the construction, maintenance, repair, and operation of agency facilities and equipment. Supervision may be exercised over the work of cleaning personnel. A Custodian does related work as required.

### TYPICAL WORK ACTIVITIES:

- Cleans floors, stairs, windows, walls, blackboards, sinks, and other fixtures;
- Dusts and polishes desks, woodwork, furniture, and other equipment;
- Collects and disposes of refuse;
- Performs groundskeeping activities such as clearing snow and ice, mowing lawns, trimming shrubs, raking leaves, planting flowers and shrubs, and preparing athletic fields;
- Arranges chairs, tables, and other equipment for special events;
- Checks and adjusts operation of clocks and bells;
- Delivers packages, messages, and supplies;
- Performs repairs on shades, desks, tables, chairs, soap and towel dispensers, locks, tiles, and other equipment;
- Opens, closes, and checks buildings, securing windows, locks, and doors;
- May perform inside and outside painting jobs;
- May monitor and perform adjustments to boilers to ensure proper oil and water levels, pressure, etc.;
- May prepare and/or maintain inventories, records, and reports;
- May maintain swimming pool by cleaning filters and water, sanitizing decks, and taking water samples.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning practices, supplies, and equipment, and ability to use them efficiently and economically; working knowledge of the operation and maintenance of steam boilers and auxiliary equipment; knowledge of safety practices associated with the work; ability to make necessary 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; thoroughness; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None.

*SPECIAL REQUIREMENT FOR APPOINTMENT:* In agencies where required, possess and maintain an appropriate class New York State Motor Vehicle Operator's license.

*SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:*

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/20/2014