



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **CUSTODIAL WORKER**
Jurisdictional Class: Non-Competitive (Approved NYSCSC 12/11/06)
Civil Division: All School Districts
Adoption: CSM 04/12/06
Revised: CSM 05/10/06; 04/11/07; 09/12/07

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the responsibility of cleaning buildings and general grounds keeping activities. The incumbent performs a variety of cleaning tasks. The incumbent may also perform snow removal activities and may lock and/or unlock a building at the end or beginning of work. The work is performed according to established procedures and performed under the direction of specific instructions of a higher-level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs a variety of building cleaning activities including dusting, sweeping, mopping, vacuuming, cleaning windows and stripping, waxing and buffing floors;
Operates a variety of equipment relative to cleaning activities including dry and wet vacuums, carpet cleaners and floor strippers/buffers;
Empties wastebaskets, collects and disposes of garbage and trash;
Sweeps, cleans and removes snow from sidewalks and other pedestrian commons areas;
Performs non-mechanical building maintenance including changing light bulbs;
Cleans lavatories and locker rooms and fills soap and paper towel dispensers;
Moves furniture, supplies and other equipment;
Performs minor grounds keeping tasks as required including raking and picking up litter;
May perform sweeping and snow removal from sidewalks and other pedestrian commons areas;
May lock or unlock the building as required;
May operate a pickup truck;
May operate a snow plow or related snow removal equipment;
May mow, trim shrubbery, and perform light grounds keeping tasks;
Does other related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of materials and equipment used in the cleaning of buildings;
Ability to operate a variety of equipment relative to cleaning activities including dry and wet vacuums, carpet cleaners and floor strippers/buffers;
Ability to understand and follow oral and written directions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None

SPECIAL REQUIREMENT:

If driving a motor vehicle, possession of a valid New York State driver's license appropriate to the vehicles and/or equipment operated.