



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

**JOB SPECIFICATION**

Civil Service Title:	<b>CUSTODIAN</b>
Jurisdictional Class:	Competitive
Civil Division:	County Schools, CCC
Adoption: CSM	11/01/75
Revised: CSM	5/10/89, 12/14/94, 1/8/03, 4/13/05

---

**DISTINGUISHING FEATURES OF THE CLASS:**

Performs routine building cleaning and occasional minor maintenance tasks. Does related work as required. This is routine and repetitive 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 other subordinate staff.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Sweeps, mops, strips, and waxes floors.  
Washes walls, windows and blackboards, cleans erasers, and performs other cleaning duties;  
Cleans lavatories and locker rooms and replaces soap and towels;  
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 wastebaskets, collects and disposes of rubbish;  
Keeps simple clerical records;  
May mow lawns, trim shrubs, rake leaves, remove snow and ice from walks and driveways and perform a variety of other grounds keeping tasks as assigned;  
May operate an 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;  
Receives, moves, and stores incoming school supplies;  
Arranges chairs and tables and other equipment for special use of school building;  
Performs a variety of errands and related custodial tasks.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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 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 get along well with others;  
Willingness to perform custodial and other manual tasks;  
Thoroughness;  
Dependability;  
Good moral character;  
Good physical condition.

**MINIMUM QUALIFICATIONS:**

One (1) year of experience in building cleaning and minor maintenance activities.

**SPECIAL REQUIREMENT:**

If the position requires the operation of a motor vehicle, the following special requirements apply:

- Eligibility for an appropriate level New York State Driver's License at time of application
- Possession of the license at time of appointment