



**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\JobSpecs\Head Custodian
(Union Springs Central School)

TITLE:	HEAD CUSTODIAN (UNION SPRINGS CENTRAL SCHOOL)
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	UNION SPRINGS SCHOOL
ADOPTION: CSM	7/9/80
REVISED: CSM	10/18/00

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving responsibility for the efficient and economical cleaning and minor maintenance of a large school building or a number of small buildings and related facilities. However, the position does not involve the more complex maintenance and repair activities since the school district has a maintenance staff responsible for the function. Additionally, employees in this class have no responsibility for heating or air conditioning system repair. The work is performed under general direction or supervision of a Superintendent of Buildings and Grounds or other school official with wide leeway allowed for exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness. This class differs from that of Senior Custodian in that there is responsibility for a larger cleaning and minor maintenance operation. Supervision is exercised over the work of cleaning and custodial personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Schedules and assigns cleaning and minor maintenance work of subordinate personnel;
- Inspects buildings and grounds regularly to maintain proper cleaning procedures and makes recommendations for improvements or new equipment;
- Supervises and participates in building cleaning activities;
- Gives instructions in the use of cleaning supplies, materials, and equipment to subordinate employees;
- Checks to ensure that buildings are heated, cleaned, locked, unlocked, and in readiness for all activities;
- Assumes responsibility for timely snow removal, sanding, and salting of walks;
- Assists with cleaning and minor maintenance activities when necessary;
- May plan and supervise grounds maintenance activities;
- Requisitions equipment and supplies for custodial and minor maintenance activities;
- Reports any acts of vandalism or breakage to proper authorities;
- Maintains a variety of records and prepares regular written reports;
- May operate a motor vehicle in performance of duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of large-scale building cleaning practices, supplies and equipment, and ability to use them efficiently and economically;
Ability to perform simple building maintenance;
Ability to follow moderately difficult oral and written directions;
Ability to plan and supervise the work of others;
Willingness to perform custodial and other manual tasks;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of experience in building cleaning and minor maintenance activities, one (1) year of which shall have involved supervisory responsibility.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

NOTE: If the position requires the operation of a motor vehicle then the following special requirement applies:

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

Possession of the license at time of appointment.