



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	SENIOR CUSTODIAN
Jurisdictional Class:	Competitive
Civil Division:	County Schools
Adoption:	CSM 11/1/75
Revised:	CSM 04/13/05; 04/11/07

DISTINGUISHING FEATURES OF THE CLASS:

Oversees and participates in routine building cleaning and minor maintenance activities in a small or medium size school building and/or supervises the work of a small number of Custodians and other cleaning personnel on an assigned shift at a larger school; does related work as required. The work of employees in this class is distinguished by responsibility for the efficient and economical cleaning and minor maintenance at a small or medium size school building or for responsibility on an assigned shift in a larger school building. The work is performed under general supervision of a Head Custodian, Superintendent of Buildings and Grounds, Superintendent of Buildings, or other higher-ranking employee with leeway allowed for exercise of independent judgment in keeping the building up to approved standards of cleanliness and operation. This class differs from that of Head Custodian primarily in that the responsibility is for a smaller cleaning and maintenance operation. Supervision may be exercised over the work of subordinate custodial and cleaning personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and participates in a variety of building cleaning activities;
Makes inspections of buildings and grounds to ensure use of proper cleaning and maintenance procedures;
May assign tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment, and checks to see that assignments are carried out;
May inspect buildings and grounds on weekends and report any acts of vandalism or breakage to proper authorities;
Ensures that the building wings or floors are heated, cleaned, locked and unlocked and in readiness for all activities;
May perform a variety of semi-skilled carpentry, plumbing, electrical, and other building maintenance tasks;
May oversee and participate in the maintenance of swimming pool;
Operates or checks the operation of oil, gas, or coal-fired heating systems;
Gives instructions in the use of cleaning supplies and equipment;
May supervise and participate in a variety of grounds keeping activities;
May oversee and participate in snow removal, sanding, and salting of walks and driveways;
Consults with superiors regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials, and equipment;
May use independent judgment in performing maintenance tasks in assigned areas;
May clean and supervise the cleaning of boilers;
Requisitions and maintains an inventory of supplies as required;
Keeps simple activity records and reports;
Does related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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 school building heating equipment;
Ability to make minor plumbing, electrical and mechanical repairs, and to perform a variety of simple maintenance tasks;
Ability to understand and carry out oral and written directions;
Ability to lead and supervise the work of others;
Willingness to perform custodial and other manual tasks;
Good physical condition.

MINIMUM QUALIFICATIONS:

(A) Two years of experience in building cleaning and minor maintenance activities.

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; possession of the license at time of appointment.

If the position requires pool maintenance activities, an employee in this position may be required to obtain a Water Plant Operator's or a Certified Pool Operator's certification.