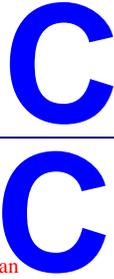




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\JobSpecs\Head Custodian

TITLE:	HEAD CUSTODIAN
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	CCC, COUNTY SCHOOLS (EXCEPT UNION SPRINGS)
ADOPTION: CSM	11/01/75
REVISED: CSM	10/18/00, 4/13/05, 12/12/07, 01/26/08

DISTINGUISHING FEATURES OF THE CLASS:

Has responsible charge of building cleaning, operation, and maintenance work of school facilities and equipment at a large school building or group of buildings; does related work as required. This is an important supervisory position involving responsibility for the efficient and economical cleaning and maintenance of a large school building or a number of small buildings and related facilities. The work is performed under general direction or supervision of a Superintendent of Buildings and Grounds, Superintendent of Buildings, or other school official with wide leeway allowed for exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. This class differs from that of Senior Custodian in that there is responsibility for a larger cleaning and maintenance operation. Supervision is exercised over the work of cleaning and custodial personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Schedules and assigns cleaning and maintenance work of subordinate personnel;
- Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment;
- Supervises the operation and regulation of heating plant equipment and other electrical and mechanical equipment;
- Plans, 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 and unlocked, and in readiness for all activities;
- Assumes responsibility for timely snow removal, sanding, and salting of walks and driveways;
- Assists with cleaning and maintenance activities when necessary;
- May plan and supervise grounds maintenance activities;
- May inspect and otherwise exercise control over maintenance work performed by outside contractors;
- Requisitions equipment and supplies for custodial and 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;
Good knowledge of the operation and maintenance of school building heating equipment;
Working knowledge of the tools, terminology, and practices of one or more of the skilled trades;
Ability to read plans and specifications;
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;
Mechanical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years experience of building cleaning and minor maintenance activities, one 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.

PROMOTIONAL QUALIFICATIONS:

- A) 18 months of permanent competitive class status as a Senior Custodian; OR
- B) 2 years of permanent competitive class status as a Custodian; OR
- C) A combination of experience as outlined in (A) and (B) above.