



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

JOB SPECIFICATION

Civil Service Title:	SENIOR CUSTODIAL WORKER
Jurisdictional Class:	Competitive
Civil Division:	All School Districts
Adoption:	CSM 04/12/2006
Revised:	CSM 05/10/2006; 12/14/2021

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, some of which involve the operation of electrical equipment and the use of chemicals. 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. The incumbent may be responsible for the cleanliness, minor maintenance and/or grounds keeping activities in and around a small school building or may work under the supervision of a higher ranking employee at a larger school. Supervision may be exercised over the work of cleaners, custodial workers, or other subordinate staff as directed by a superior employee.

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;
Cleans lavatories and locker rooms and fills soap and paper towel dispensers;
Moves furniture, supplies and other equipment;
Performs non-mechanical building maintenance tasks including changing light bulbs;
Keeps simple clerical records;
May sweep, clean and remove snow from sidewalks and other pedestrian commons areas;
May operate a light motor vehicle in transporting supplies, equipment, food and mail, or in removal of snow;
May train custodial workers, cleaners, or other subordinate staff;
May operate a snow plow or related snow removal equipment;
May be responsible for the distribution of pesticides both inside and outside of school buildings;
May be responsible for testing and distribution of pool chemicals;
Does other related tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of materials and equipment used in cleaning buildings including solvents and other chemicals;
Ability to operate a variety of equipment relative to cleaning activities including dry and wet vacuums, carpet cleaners and floor strippers/buffers;
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 read and write;
Ability to get along well with others;
Ability to use a computer or technology device for the purpose of email correspondence and maintenance work orders;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (FOR OPEN-COMPETITIVE EXAM):

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

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

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

If applying pesticides, appropriate pesticide applicator's permit.

If applying and testing chemicals for swimming pool, certificate showing successful completion of appropriate pool certification course.