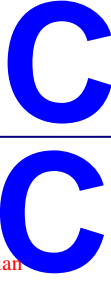




**CAYUGA  
COUNTY**



*An Equal Opportunity - Affirmative Action Employer*

# **CIVIL SERVICE COMMISSION**

F:\Civil\JobSpecs\Senior Custodian  
(Community College)

<b>TITLE:</b>	<b>SENIOR CUSTODIAN (COMMUNITY COLLEGE)</b>
<b>JURISDICTIONAL CLASS:</b>	<b>COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>CAYUGA COMMUNITY COLLEGE</b>
<b>ADOPTION: CSM</b>	<b>11/1/75</b>
<b>REVISED: CSM</b>	<b>3/31/84, 3/8/17</b>

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the Cayuga County Community College and involves responsibility for the efficient and economical cleaning and minor maintenance of a group of buildings on campus. The work is performed under general direction of the Head Custodian with wide leeway allowed for exercise of independent judgment in keeping the campus buildings up to approved standards of cleanliness and operation. Supervision is exercised over the work of subordinate custodial and cleaning personnel. The incumbent does related work as required.

## **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Supervises and participates in a variety of building cleaning activities;
- Makes inspections of buildings in ensure use of proper cleaning and maintenance procedures;
- Assigns 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;
- Gives instructions in the use of cleaning supplies and equipment;
- Consults with superiors regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;
- Requisitions and maintains an inventory of supplies as required;
- Keeps simple activity records and reports.

## **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 of school building heating equipment;
- Ability to perform a variety of simple maintenance tasks;
- Ability to understand and carry our oral and written directions;
- Ability to lead and supervise the work of others;
- Willingness to perform custodial and other manual tasks;
- Physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

Two years of experience in building cleaning and minor maintenance activities or an equivalent combination of training and experience.

NOTE: If the position required 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.