

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This is manual work calling for the efficient performance of school building cleaning and minor maintenance tasks according to an established routine. This position is distinguished from that of Custodial Worker by the expanded scope of duties, minor maintenance and the supervisory responsibilities that may be exercised. An incumbent in this position may be responsible for the cleanliness and minor maintenance of a small school building or for a larger building on an assigned shift. Supervision may be exercised over the work of a few Cleaners and Custodial Workers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Sweeps, mops and waxes floors, washes and cleans walls and windows, dusts furniture and performs other cleaning duties;
- Cleans and mops lavatories, halls, stairwells, locker and shower rooms and replaces soap and towels;
- May assign and check the work of a small number of Cleaners and Custodial Workers;
- Empties waste baskets, collects and disposes of rubbish from in and outside the school;
- Mows lawns, trims shrubs, rakes leaves, removes snow and ice from walks and driveways and performs a variety of other groundskeeping tasks;
- May make minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, heating systems and other equipment;
- Checks, cleans and services school boilers, checks compression, oil temperature, amount of oil used and reads and sets school thermostats;
- Consults with supervisor and reports on any problems or breakdowns;
- Receives, unloads, moves and stores incoming school supplies and small equipment;
- Secures building, locking and unlocking doors and gates and sets burglar alarms;
- Orders custodial supplies, materials and equipment and keeps simple inventories;
- Strips gym floors and resurfaces as required;
- Paints walls, floors, stairwells and furniture as required;
- Prepares a variety of records and reports related to the work;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of building cleaning practices, supplies and equipment;
- Ability to use building cleaning practices, supplies and equipment economically and efficiently;

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- Working knowledge of the operation and maintenance of building heating equipment;
- Ability to make minor mechanical repairs and perform a variety of routine maintenance tasks;
- Ability to understand and carry out written and oral instructions;
- Ability to get along well with others;
- Ability to plan and supervise the work of a small number of subordinates;
- Willingness to perform custodial and other manual tasks;
- Ability to perform heavy manual work;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience in building cleaning or minor maintenance activities or an equivalent combination of both.