

SENIOR CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are distinguished by the responsibility of the position for supervising the efficient and economical cleaning and minor maintenance of a medium-sized school building or on an assigned shift in a larger school building. The position differs from custodian in that it involves greater supervisory responsibilities at a larger school. Work is performed under general supervision of a higher level member of the custodial staff with leeway for the use of independent judgment in keeping the building up to approved standards of cleanliness and operation. Supervision is exercised over the work of a small number of subordinate custodial personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and participates in building cleaning activities including washing, mopping and waxing floors, cleaning halls, windows, stairs, classrooms, bathrooms, showers, locker rooms, gyms, auditoriums, etc.;
- Assigns and schedules tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment, and checks to determine if assignments are completed;
- Operates or checks the operation of boilers and heating equipment, adjusts and checks thermostats, checks oil level and compression of boilers, reports to superior any unusual occurrences or repair needs;
- Supervises and participates in the cleaning of hot water boilers;
- May perform a variety of minor carpentry, plumbing, electrical, mechanical or other building maintenance tasks;
- Supervises and participates in a variety of groundskeeping functions limited to mowing lawns, trimming shrubs, raking leaves, shoveling snow, cleaning up debris and marking athletic fields, as required;
- Checks to insure that buildings are heated, cleaned, locked or unlocked and in readiness for all activities;
- May order custodial supplies, materials and equipment;
- Keeps inventory records;
- Consults with superior regarding any major maintenance problems or breakdowns;
- Oversees disposing of trash inside the school or on the school grounds;
- Supervises and participates in the receiving, unloading, moving and storing of incoming school supplies and small equipment;
- May supervise or perform lubrication on a variety of school equipment and machinery;
- Prepares activity records and reports;
- Performs related work as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of building cleaning practices, supplies and equipment;
- Working knowledge of the operation and minor maintenance of building heating equipment;
- Ability to use cleaning practices, supplies and equipment efficiently and economically;
- Ability to make minor mechanical repairs and to perform a variety of routine maintenance tasks;
- Ability to understand and carry out oral and written directions;
- Ability to plan and supervise the work of others;
- Willingness to perform custodial and other manual tasks;
- Ability to get along well with others;
- Ability to perform heavy manual work;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional: One (1) year of permanent competitive status as a custodian with the City of Albany School District and employed by the City of Albany School District as a Custodian at the time of appointment.

Open-Competitive: Either:

- A. One (1) year of fulltime paid supervisory experience in building cleaning and minor maintenance work; **OR**
- B. Two (2) years of fulltime paid experience in building cleaning and minor maintenance work; **OR**
- C. An equivalent combination of training and experience.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 1978
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