

## CUSTODIAN/BUILDING AND GROUNDS MAINTAINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the security, safety and cleanliness and the maintenance and repair of municipal buildings and grounds and other property. The incumbent locks and unlocks buildings, oversees the cleaning and maintenance of buildings and grounds and maintains an inventory of supplies, materials and equipment. The incumbent also serves as a lead person and participates in and oversees semi-skilled building and grounds maintenance and repair. The work is performed under the general supervision of a higher-level employee with leeway allowed for the exercise of independent judgment in carrying out the details of the work. A Custodian/Building & Grounds Maintainer does related work as required.

### TYPICAL WORK ACTIVITIES:

- Locks and unlocks buildings and maintains building and vehicle keys;
- Inspects buildings and grounds for safety and cleanliness on a daily basis and meets with a higher level employee to report and discuss findings;
- Creates and prioritizes cleaning and maintenance and repair schedules for building(s) assigned on a daily and monthly basis and consults with a higher level employee regarding the scheduling of more large-scale maintenance and repair projects;
- Leads and participates in building cleaning and building and grounds maintenance and repair;
- Observes the work performed and inspects its final completion in order to ensure safety, effectiveness, and efficiency;
- Performs semi-skilled maintenance and repair of buildings and grounds utilizing a variety of power and hand tools;
- Operates motorized equipment for grounds maintenance and snow removal including a pickup truck, large snow blowers, and large riding mowers;
- Maintains an inventory of materials, supplies and equipment and reports shortages to a higher level employee;
- Meets with lower level employees on a daily basis to discuss cleaning and building and grounds maintenance and repairs;
- Creates and maintains basic records and reports relative to the work performed;
- May perform manual labor activities relative to the work performed including loading, unloading, and moving materials and supplies, lifting fertilizer bags, and raking and shoveling;
- May demonstrate cleaning and building and grounds maintenance and repair to new employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of common practices, tools, materials, and equipment, terminology and safety precautions associated with modern building cleaning; Good knowledge of the common practices, tools, materials, and equipment, terminology and safety precautions associated with modern building maintenance and repair and grounds keeping; Ability to maintain building security; Ability to participate in assigned projects and lay-out work for others; Ability to perform semi-skilled tasks in one or more of the standard building trades; Ability to safely and effectively use materials and tools and operate equipment related to building cleaning; Ability to safely and effectively use tools and materials and operate equipment related to cleaning and building and grounds maintenance and repair; Ability to organize and maintain accurate records and files; Ability to understand and follow oral and written instructions; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience cleaning buildings and performing semi-skilled building and grounds maintenance and repair; OR
- B) Six (6) years of experience defined in (a);

*SPECIAL REQUIREMENT:* Must possess and maintain a New York State Driver's License and the availability of an appropriate vehicle in meeting the transportation requirements of the job.

*SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:*

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

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