

CUSTODIAN/MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of cleaning, and building and grounds maintenance duties in a school district. An incumbent also assists a skilled automotive mechanic in the overhaul and repair of district automotive equipment. Custodial duties are performed under the general supervision of a Head Custodian. The close supervision of a skilled automotive mechanic is provided in carrying out work on district automotive equipment. A Custodian/Mechanic Helper does related work as required.

TYPICAL WORK ACTIVITIES:

- Cleans floors, stairs, windows, walls, blackboards, sinks, and other fixtures;
- Dusts and polishes desks, woodwork, furniture, and other equipment;
- Collects and disposes of refuse;
- Performs groundskeeping activities such as clearing snow, mowing lawns, trimming shrubs, and raking leaves;
- Arranges chairs, tables, and other equipment for special events;
- Checks and adjusts operation of clocks and bells;
- Delivers packages, messages, and supplies;
- Performs repairs on shades, desks, tables, chairs, soap and towel dispensers, locks, tiles, and other equipment;
- Opens, closes, and checks school building, securing windows, locks, and doors;
- Dismantles automotive machinery and equipment preparatory to major repairs;
- Lubricates automotive equipment;
- Assists a skilled mechanic and individually performs repair work in connection with the repair, maintenance, and overhauling of motor equipment;
- Independently executes minor automotive repairs;
- May monitor and perform adjustments to boilers to ensure proper oil and water levels, pressure, etc.;
- May prepare and/or maintain inventories, records, and reports;
- May maintain swimming pool by cleaning filters and water, sanitizing decks, and taking water samples;
- May test drive vehicles to ensure proper performance after repair;
- May operate a school bus on a regular or substitute basis

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of building cleaning practices, supplies, and equipment, and ability to use them efficiently and economically; working knowledge of the operation and maintenance of steam boilers and auxiliary equipment; ability to make minor plumbing, electrical, carpentry, and mechanical repairs, and to perform routine maintenance; working knowledge of standard automotive repair methods and of the terminology and tools of the trade; willingness to perform routine tasks satisfactorily; ability to follow oral and written instructions; good motor and hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possession of an appropriate class New York State Motor Vehicle Operator's license.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 1/24/84

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