

SENIOR CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and economical cleaning, operation, and maintenance of a school building and its facilities. A Senior Custodian may perform supervisory and maintenance duties in a small school building, or may, on an assigned shift, assist in overseeing the cleaning and maintenance of a larger school building. The work is performed under the general supervision of the Superintendent of Buildings and Grounds, Head Custodian, or School Principal with leeway allowed for the exercise of independent judgement in keeping buildings and facilities up to approved standards of cleanliness and operation. General supervision is exercised over the work of Custodians and Cleaners. This class differs from that of Custodian in that there is responsibility for the regular supervision of custodial personnel on an assigned shift in a large school building, or the overall responsibility for the entire custodial operation in a smaller school building. A Senior Custodian does related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules and assigns cleaning and custodian work of subordinate personnel;
- Operates and maintains oil or gas fired boilers and related equipment;
- Inspects building and equipment, performing or assigning routine or emergency repairs;
- Supervises and/or participates in a variety of semi-skilled carpentry, painting, plumbing, electrical, and other building maintenance tasks;
- Opens and closes school building, securing windows, rooms, and locks;
- Supervises and/or participates in the cleaning of floors, stairs, windows, walls, blackboards, sinks, and other fixtures;
- Performs repair work on windows, doors, lights, desks, shades, and other equipment;
- Maintains inventory and prepares requisitions for materials and supplies;
- Supervises and/or participates in groundskeeping activities such as clearing snow, mowing lawns, trimming shrubs, and raking leaves;
- Keeps time records for maintenance and cleaning personnel;
- Leads in the arrangement of chairs, tables, and other equipment for special events;
- Collects and disposes of refuse.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough 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 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; ability to keep records and make reports; thoroughness; dependability; physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS: Two years of building cleaning or maintenance experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 6/24/88