

## **CUSTODIAN**

<b>Location:</b>	Tioga County School Districts
<b>Classification:</b>	Competitive
<b>Salary:</b>	Varies by location
<b>Adopted:</b>	Revised 9/96; 8/06, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing building cleaning and minor maintenance tasks. Employees in this class are distinguished by responsibility for the efficient and economical cleaning and maintenance of a small or medium size school building or for a large building on an assigned shift. Employees in this class work under the general supervision of the Superintendent of Buildings and Grounds with some leeway allowed for use of independent judgment in carrying out details of the work. Lead and participatory supervision may be exercised over the work of a small number of cleaning or custodial personnel. This position differs from the Custodial Worker by an increased scope of duties performed. Duties will vary dependent on the season and school session. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Leads and participates in all building cleaning activities;
- Assigns tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment, and checks to see that assignments are carried out;
- Operates or checks the operation of heating system(s);
- Monitors HVAC system via computer terminal and may make adjustments to heating/cooling schedule for special events;
- Checks to insure that buildings are heated, cleaned, locked, and in readiness for all activities;
- Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;
- Maintains activity records or logs;
- May perform a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;
- May supervise and participate in a variety of grounds keeping activities;

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of building cleaning practices; good knowledge of the use of building cleaning supplies and equipment; ability to lead and oversee the work of others; ability to use cleaning supplies and equipment efficiently and economically; ability to make minor plumbing, electrical, carpentry and mechanical repairs; ability to perform a variety of routine maintenance tasks; ability to understand and carry out oral and written directions; willingness to perform custodial and other manual tasks; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of building cleaning, building maintenance work experience, or equivalent full-time paid work experience or its part-time equivalent to indicate ability to perform the work.

**SPECIAL REQUIREMENT:** Depending on location, a Class C Water Operators license may be required within 6 months of appointment.