

Custodian

Distinguishing Features of the Class: This is routine physical work involving the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed under direct supervision or under general supervision and according to specific instructions. Does related work as required.

Typical Work Activities:

Sweeps, mops and washes floors and stairs;

Uses heavy mechanical equipment for stripping, waxing and polishing floors;

Dusts chairs, tables, desk and other furniture;

Polishes furniture and other items;

Empties wastebaskets, collects and disposes of trash;

Arrange chairs, tables and other equipment for special use of buildings;

Replenishes soap, paper towel and toilet paper;

Replaces light bulbs;

Repairs window shades;

Moves furniture, supplies and other equipment;

Cleans walls, bath fixtures, furniture and other various equipment daily;

Clears snow and ice from walks;

May assist in the operation and maintenance of an oil or gas fired low pressure heating system;

Washes outside windows at extreme heights;

May sand and repair desks, tables and chairs;

May assist in making minor plumbing, carpentry and electrical repairs;

May load and unload trucks;

Performs minor maintenance tasks such as painting of facilities placement of door sweeps and seals, handles, locks and hinges.

Full Performance knowledge, skills, abilities and personal characteristics:

Working knowledge of common cleaning, disinfecting methods, materials, and equipment. Skill in the use of cleaning and maintenance equipment such as vacuum cleaners, carpet shampooers and floor buffers. Skill in the use of grounds maintenance tools and equipment such as trimmers, mowers, snowblowers and chain saw. Ability to lift heavy objects and perform work requiring bending, climbing, reaching and activities that may be repeated several times daily. Ability to get

along well with others. Willingness to perform routine cleaning and other physical tasks. Willingness to be exposed to dust dirt, grease, grime, offensive sights, and odors. Thoroughness and dependability. Physical condition commensurate with the demand of the position.

Minimum Qualifications:

- A. Graduation from high school or possession of an equivalency diploma; **or**
- B. Four years' experience involving building cleaning or upkeep; **or**
- C. An equivalent combination of training and experience sufficient to indicate ability to do the work; and
- D. Possession of a valid New York State driver's license appropriate to the vehicles and/or equipment operated. License at the time of appointment and incumbent must maintain said license while employed.