

SENIOR CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the work of the custodial force of a building, or a group of building, or a group of buildings. General direction is received from a superior. Immediate supervision is exercised over the work of custodians, cleaners, and laborers engaged in various custodial activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes regular inspections of building and grounds to maintain proper cleaning procedures;
Makes recommendations for improvements and for new equipment;
Plans, assigns, and supervises the work of custodians cleaners, and laborers;
Inspects cleaning services performed by outside contractors;
Checks the security of the buildings and prepares rooms for required activities;
Orders supplies and maintains an inventory of supplies and equipment for the custodial force;
Keeps records and makes reports of supplies used and activities carried on;
Assists and performs cleaning and other activities such as removal of snow and ice from premises;
Interviews and recommends appointments of new personnel;
May supervise the cleaning of steam boilers;
May refill fire extinguishers and check fire alarm system to insure proper operation in emergency situations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning practices, supplies and equipment; good knowledge of operating low-pressure boilers and auxiliary equipment; ability to plan and lay our work; ability to supervise the work of others; dependability; industry; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in custodial and/or maintenance work, or one year of experience in any of the standard mechanical or construction trades; or its part-time or volunteer equivalent.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: MAY 7, 1990

CIVIL SERVICE CLASSIFICATION: COMPETITIVE