

Jurisdiction: Schools
Jurisdictional Class: Competitive
Adopted: 1-1-77
Revised: 7-12-80; 8-5-09; 6-11-2020

CUSTODIAN I

GENERAL STATEMENT OF DUTIES: Performs routine cleaning and semi-skilled maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: under supervision, an employee in this class has the responsibility for the condition of a school building, or for an assigned section of a school building., Work includes routine cleaning activities, semi-skilled repair and maintenance tasks. Supervision may be exercised over the work of a small number of subordinate employees. When in charge of a building, responsibility is carried on a 24 hour day basis.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps, mops, strips and waxes floors, vacuums and cleans carpets, washes walls, dusts and performs other duties as assigned;
Empties waste baskets and disposes of rubbish;
Replaces light bulbs, towels, soap and other supplies;
Cuts grass, trims shrubbery, rakes leaves, removes ice and snow, and generally maintains grounds;
Operates the ventilating and heating systems;
Makes minor repairs to building equipment; and furniture;
May operate a low pressure boiler including firing and general maintenance;
Cleans and replaces filters; changes drive belts on furnaces;
May requisition and receive building and cleaning supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment and ability to use them economically and efficiently; some knowledge of the operation and maintenance of low pressure broiler equipment including gas and oil furnaces; ability to make minor plumbing, electrical, carpentry, masonry, and mechanical repairs; skill in the operation of hand tools; sufficient physical strength to perform a variety of routine custodian tasks; ability to understand and follow simple, oral and written directions.

MINIMUM QUALIFICATIONS: Completion of grade school and one year of full-time paid experience or its part-time equivalent in building cleaning or maintenance activities.

SPECIAL REQUIREMENT: Possession of a valid NYS Class D driver's license. (For Tully School District, not all Custodians need to have a valid NYS Class D driver's license).