

SENIOR CUSTODIAL WORKER*

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class act as a lead worker over the custodial and/or cleaning staff either: (1) on the evening or night shift; or (2) in a section of a large school on the day shift; or (3) in a school building where there is no Head Custodial Worker assigned. A Senior Custodial Worker usually works under the general supervision of a Head Custodial Worker, supervising and assisting in the performance of cleaning, maintenance and minor repair tasks. This class is distinguished from Custodial Worker by the higher level of responsibility assigned to the incumbent including the coordination of staff to prepare for events, ordering of supplies, inspection of equipment, and identification of maintenance and repair tasks. Supervision is exercised over the work of Custodial Workers and Cleaners. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns tasks to a crew of Cleaners and/or Custodial Workers and supervises their work;

Instructs Custodial Workers and Cleaners in building, cleaning and maintenance work;

Places orders and maintains inventory of cleaning and maintenance supplies;

Sweeps, mops, and waxes floors;

Dusts furniture and other articles;

Empties wastebaskets and disposes of rubbish;

Replaces towels, soap and other supplies;

Paints rooms and equipment;

Repairs furniture;

Makes minor plumbing and carpentry repairs;

Makes minor electrical repairs including replacing light bulbs or switchplates;

Performs or oversees routine maintenance tasks related to building operating systems;

Performs and documents inspections of building equipment;

Operates and maintains heating and ventilating systems;

Coordinates set up and cleanup of meetings and events;

Moves and arranges chairs, tables, and other furniture or equipment;

EXAMPLES OF WORK: (Illustrative Only) (continued:)

Checks doors and windows to see that they are closed and locked when building is to be secured;

Prepares and submits to supervisor a description of complex maintenance and repair work that needs to be performed at assigned building so that the supervisor can assign the work to an appropriate tradesperson (i.e. plumber, electrician, carpenter);

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of building cleaning practices, supplies, and equipment; good knowledge of the operation and maintenance of heating and ventilating equipment; working knowledge of the tools, terminology, and practices of one or more skilled trades; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks; ability to plan and supervise the work of others; ability to prepare reports; ability to understand and follow written directions; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; dependability; initiative; thoroughness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) two (2) years of experience in which the primary function was building cleaning, maintenance and minor repair activities; or (b) one (1) year of experience in building cleaning and maintenance activities and one (1) year of experience in the field of carpentry, painting, electrical work, plumbing, heating or ventilating repair work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive
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Job Class Code: S412

*NOTE: Title change from Senior Custodian.