

Jurisdiction Class: Competitive  
Non-Competitive - part-time only\*  
\*Check Appendices for individual Civil Divisions  
EEO Category: Service/Maintenance  
Revised: 04/05/2018

## **CUSTODIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to a well-established routine. An incumbent may be responsible for the cleanliness and minor maintenance in a small school building or work under supervision of a higher ranking employee at a larger school. Supervision may be exercised over the work of cleaners or helpers. Incumbent performs related work as required.

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

Sweeps, mops and waxes floors, washes walls, windows and blackboards, cleans erasers, dusts, and performs other cleaning duties;  
Cleans and mops lavatories and locker rooms;  
Dusts desks, woodwork, furniture, and other equipment;  
Makes minor repairs to furniture, electrical fixtures, windows, and window shades, locks, faucets, heating system, and other equipment;  
Empties waste baskets, collects, and disposes of rubbish;  
Replaces soap, towels, light bulbs, and other supplies;  
Keeps simple clerical records related to cleaning and maintenance tasks;  
Mows lawns, trims shrubs, rakes leaves, removes snow and ice from walks and driveways, and performs a variety of other groundskeeping tasks as assigned;  
Receives, moves, and stores incoming school supplies;  
Arranges chairs and tables and other equipment for special use of school buildings;  
May operate oil or gas fired low-pressure steam, hot water or hot air heating system;  
May operate a light motor vehicle in transporting supplies, equipment, food, and mail;  
May maintain, set up and tear down athletic fields for athletic events;  
May operate a computer to receive, maintain, manage and disperse information as required;  
Performs a variety of errands and related custodial tasks.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of building cleaning practices, supplies, and equipment, and ability to use them economically and efficiently; ability to acquire knowledge of the operation and maintenance of school building heating and ventilation equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs, and perform a variety of routine maintenance tasks; ability to understand and carry out simple oral and written directions; ability to operate a computer; ability to get along well with others; willingness to perform custodian and other manual tasks.

**MINIMUM QUALIFICATIONS:** Either:

(A) Graduation from high school or possession of a high school equivalency diploma;  
**OR**

continued...

**MINIMUM QUALIFICATIONS cont'd:**

- (B) One (1) year of experience in building cleaning or minor building maintenance activities or other work of a similar nature.

**SPECIAL REQUIREMENT:** If the position requires operation of a motor vehicle, then the following special requirement applies:

Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 1980s

Revised: 12/18/1987; 07/14/1994; 04/11/1995; 05/24/1996; 02/08/2001;  
01/23/2006; 04/05/2018