

Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 01/16/2024

SENIOR CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the supervision of cleaning, maintenance, and heating activities of a building or buildings. The incumbent in this position has charge of all custodial work. Work is performed in accordance with general instructions and is subject to review by a superior. Immediate supervision is exercised over the work of employees engaged in various custodial activities. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs and supervises cleaning activities;
Assigns tasks to subordinates and gives instructions in the use and safety requirements of building cleaning supplies, materials, and equipment;
Makes minor carpentry, plumbing, electrical and other building repairs;
Requisitions and insures proper use of supplies;
Checks fire alarm system to ensure proper operation in emergency;
Performs a variety of custodial activities as required;
Operates a computer to receive, maintain, manage, and disperse information as required;
May supervise or participate in the firing of steam boilers;
May clean or supervise the cleaning of boilers and fires;
May inspect or monitor boiler system for defects and/or problems;
May make necessary boiler system repairs and/or notify appropriate persons concerning needed repairs.

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; working knowledge of computer operation and computer programs; ability to plan and lay out work; ability to supervise the work of others; dependability; manual dexterity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in building cleaning and maintenance work, or experience in any of the standard mechanical or construction trades; **OR**
- (B) Three (3) years of experience in building cleaning and maintenance work, or experience in any of the standard mechanical or construction trades.

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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 experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 12/17/1984

Revised: 10/26/1989, 04/11/1996, 08/06/1996, 12/20/2002, 12/14/2005, 01/16/2024