

CUSTODIAN

Distinguishing Features of the Class: Has charge of building cleaning, operation and minor maintenance activities in a building. The work of employees in this class is distinguished by responsibility for the efficient and economical cleaning and maintenance of a small building or for a larger building on an assigned shift. Work is performed under general supervision with some leeway for use of independent judgement in keeping the building up to approved standards of cleanliness and operation. Supervision may be exercised over the work of a small number of cleaning or custodial personnel. Does related work as required.

Typical Work Activities:

- Supervises and participates in all building cleaning activities.
- Assigns tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment, and checks to see that assignments are carried out.
- Operates or checks the operation of oil, gas or coal-fired heating system.
- May perform a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks.
- May supervise and participate in a variety of grounds keeping activities.
- Checks to insure that buildings are heated, cleaned, locked, and in readiness for all activities.
- Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment.
- Keeps simple activity records.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically.
- Ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks.
- Ability to understand and carry out oral and written directions.
- Ability to lead and supervise the work of others
- Willingness to perform custodial and other manual tasks.
- Thoroughness
- Dependability
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: One year of building cleaning or maintenance experience.

03/08/95

05/08/97

CLASS: COMPETITIVE