

Department: School Districts/Town of Ticonderoga
Classification: Competitive
Grade: _____

SPEC DISK H3
DOCUMENT 69

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine building cleaning and semi-skilled maintenance tasks. This is routine manual work involving responsibility for the efficient and economical performance of cleaning and maintenance operations for school buildings, grounds and equipment. Work is performed under the general supervision of a head custodian, school principal or other superior in accordance with established policies, but considerable leeway is permitted for the exercise of independent judgment. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps and mops floors and stairs;
Dusts desks, woodwork, furniture and other equipment;
Washes windows, walls, blackboards, sinks and other fixtures;
Polishes furniture and metal furnishings;
Empties waste baskets, collects and disposes of rubbish;
Clears snow and ice from walks and driveways;
Mows lawns, trims shrubs, rakes leaves and performs a variety of other ground keeping tasks;
Operates a coal or oil low pressure heating system including firing and removing ashes;
Delivers packages and messages;
Checks operation of clocks and bells;
Puts out and takes in traffic safety signs;
Arranges chairs and tables and other equipment for special use of school building;
Repairs window shades, replaces light bulbs, soap and towels;
Paints rooms and equipment, repairs furniture and makes minor plumbing, electrical and carpentry repairs;
Prepares and maintains a variety of records and reports.

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; working knowledge of the operation and maintenance of steam boiler equipment; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and to perform a variety of routine maintenance tasks; ability to follow oral and written directions; willingness to do custodial and other manual tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of building cleaning or maintenance experience; or
- (b) Three years of building cleaning or maintenance experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

