

Department: Moriah Central School
Classification: Non-Competitive * Pending CSC Approval

SPEC DISK H7
DOCUMENT 36

CUSTODIAN/MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: The work of this dual position involves the responsibilities for performing cleaning and custodial maintenance of school buildings and assisting with skilled repairs and maintenance to a wide variety of automotive equipment and school busses. General instructions are received in accordance with established policies, but considerable leeway is permitted for the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Cleans areas, furnishings and fixtures according to established procedures;
Sweeps, vacuums and washes floors, stairs, hallways and restrooms;
Washes blackboards, bathroom fixtures, mirrors, windows and other fixtures;
Strips and refinishes floors, paints rooms and equipment, repairs furniture and makes minor plumbing, electrical and carpentry repairs including emergency housekeeping when accidents occur;
Removes waste and trash and disposes of it appropriately;
Operates and maintains heating system and makes minor repairs;
Reports structural and equipment wear, defects and malfunctions to superintendent;
Assists with skilled operations in the repair and overhaul of gasoline and diesel motor equipment including trucks, snow plows, power lawn mowers, and school busses;
Assists with repairs and replacing motor pumps, fuel pumps, generators, carburetors, and shock absorbers;
Adjusts connecting rods and bearings, steering mechanisms and wheel alignment;
May make minor welding repairs to automotive equipment;
Assists with tuning engines, greasing vehicles ,setting timing, changing oil and filters;
Keeps trip log including times, mileage, gas and oil consumption and routes traveled;
Keeps exterior and interior of vehicles in clean and mechanically safe condition;
May be required to operate a bus on an assigned route.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning procedures, supplies and equipment; ability for the economic and efficient cleaning and maintenance of school buildings; ability to make minor plumbing, electrical, carpentry and mechanical repairs and perform a variety of routine maintenance tasks; working knowledge of operation and maintenance of heating system; Prepares and maintains records to facilitate ordering supplies and equipment; thorough knowledge of standard automotive repair methods, terminology and tools of the trade; ability to follow oral or written instructions; willingness to do custodial and automotive repair tasks; thoroughness; dependability; good motor hand and eye coordination; manual dexterity; mental alertness; mechanical aptitude; ability to get along well with others and command their respect; 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 experience in building maintenance or as an automotive mechanic;
- (b) Two years of experience in maintenance work or standard mechanical or construction trades or as an automotive mechanic;
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: In school districts where automotive mechanics are required to act as a school bus driver candidates must satisfy the requirements as set forth in the Rules and Regulations of the NYS Commissioner of Education, and the NYS Vehicle and Traffic Law.