

**DEPARTMENT:** ALL  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 1, 2024

### **CUSTODIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is manual work involving responsibility for the efficient and economical performance of building cleaning and minor maintenance operations. Work is performed under the general supervision of a superior with some leeway for use of independent judgment in keeping the building up to approved standards of cleanliness and operation. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. Performs building cleaning and minor maintenance tasks. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Sweeps and mops floors and stairs;
2. Dusts desks, woodwork, furniture and other equipment;
3. Washes windows, walls, blackboards, sinks, and other fixtures;
4. Polishes furniture and metal furnishings;
5. Empties waste baskets, collects and disposes of rubbish;
6. Clears snow and ice from walks and driveways;
7. Mows lawns, trims shrubs, rakes leaves, and performs a variety of other grounds-keeping tasks;
8. Operates or checks the operation of oil, gas or coal-fired heating system;
9. Delivers packages and messages;
10. Checks operation of clocks and bells;
11. Puts out and takes in traffic safety signs;
12. Arranges chairs and tables and other equipment for special use of school buildings;
13. Repairs window shades, replaces light bulbs, soap and towels;
14. Paints rooms and equipment, repairs furniture and makes minor plumbing, electrical, and carpentry repairs;
15. Prepares and maintains a variety of records and reports

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working 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 perform custodial and other manual tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and** one (1) year of building cleaning and/or building maintenance experience; **or**

Completion of a standard grade school course **and** three (3) years of building cleaning and/or building maintenance experience.

**NOTE:** Part-time and/or volunteer experience will be pro-rated.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field. Requirement waived only when application is accompanied by an administrative letter stating that this special requirement is not applicable.

**BARKER CENTRAL SCHOOL:** Per letter dated 12/28/77 from Dr. Wilklow, a driver's license is not a requirement for the Barker Central School District.

**NORTH TONAWANDA CITY SCHOOLS:** Per phone conversation with John Tylec May 18, 2006, a driver's license is not a requirement for the North Tonawanda City School District.