

CUSTODIAN I

DISTINGUISHING FEATURES OF THE CLASS: This work involves immediate responsibility for the cleanliness, efficient physical operation, general care and security of a building or a large section of a building during an assigned shift. The work involves routine cleaning and semi-skilled maintenance duties and is performed according to schedule under general supervision of a higher level Custodian and/or a building or central administrator. Conditions requiring special attention or maintenance work of a skilled nature are referred to a higher level supervisor for resolution. May provide work guidance (e.g. act as a lead worker) to a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the use of a building or section of the building and maintains its security;

Makes routine checks and simple adjustments to heating, air circulatory and other mechanical and pneumatic systems;

Sweeps, mops, waxes, dusts, washes, disinfects, and performs other cleaning duties;

Collects and disposes of refuse;

Moves furniture, supplies and equipment;

Paints, repairs furniture and makes semi-skilled mechanical, carpentry, plumbing and electrical repairs;

Cuts grass, rakes, shovels snow and generally maintains grounds;

May provide work guidance to cleaners or custodial workers;

May confer with the building's administrator and/or immediate supervisor regarding needs and physical operation;

May open and/or close buildings;

May recycle materials in accordance with local rules and codes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building and grounds cleaning practices, supplies and equipment; working knowledge of the operation of low pressure heating, air conditioning and ventilating systems and of the pumps and motors commonly in use in such systems; ability to make semi-skilled mechanical, carpentry, plumbing and electrical repairs; ability to understand and carry out moderately difficult oral and written directions; ability to deal effectively with people.

MINIMUM QUALIFICATIONS: One (1) year of experience in the cleaning and/or maintenance of building facilities or the responsibility therefore.

PROMOTION: Two (2) years permanent status as a Custodial Worker.