

CUSTODIAN II

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult work involving direct responsibility for the continuing cleanliness, routine maintenance, and efficient physical operation of a building which may include two or more shifts, or in the case of a large building complex such responsibility may be limited to an assigned shift or a building within the complex. This class is distinguished from Custodian I primarily by its broader maintenance and operating responsibility. Major maintenance work or jobs requiring a skilled technician or craftsman are referred to a superior. The work is performed under general supervision of a higher level Custodian and/or a building or central administrator and supervision is exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

Makes periodic checks and performs routine maintenance and adjustments on heating and circulatory systems, pumps, motors, compressors, etc.;

Schedules and directs cleaning and minor maintenance activities;

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

Maintains and dispenses custodial supplies;

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

Collects and disposes refuse;

Cuts grass, rakes, shovels snow, and generally maintains ground neatness;

Moves and transports furniture, supplies, and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of buildings and grounds cleaning practices, supplies and equipment; good knowledge of the working operation of low pressure heating systems, 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 expedite moderately difficult oral and written directions; ability to organize and direct the work of others.

MINIMUM QUALIFICATIONS: Two (2) years of experience in building cleaning and building maintenance work, one (1) year of which must have involved work direction of others.

PROMOTION: One (1) year of permanent status as a Custodian I.