

Jurisdiction: Ithaca City School District

Jurisdictional Class: Competitive

Adopted: 08/07/58

Revised: 09/11/89, 05/19/97, 11/12/98

## **CUSTODIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the efficient and economical cleaning, operation and maintenance of a small school building or on an assigned shift of a larger school building. The work is performed under the general supervision of the Director of School Facilities and Operations III, Head Custodian, or School Principal with leeway allowed for the exercise of independent judgment in keeping buildings and facilities up to approved standards or cleanliness and operation. Working supervision may be exercised over the work of subordinate custodial staff, or the incumbent may be assigned overall responsibility for the entire custodial operation of a small school building. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and assigns cleaning and custodial work of subordinate personnel;  
Supervises and participates in the cleaning of floors, stairs, windows, walls, blackboards, sinks and other fixtures;  
Dusts and polishes desks, woodwork furniture and other equipment;  
Empties wastebaskets and collects and disposes of refuse;  
Performs minor repairs such as repairing faucet washers, changing switch plates and ballasts, etc.;  
Arranges chairs, tables and other equipment for special events;  
Opens and closes school building, securing windows, locks and doors;  
Checks and adjusts operation of clocks and bells;  
Delivers packages, messages and supplies;  
Orders, inventories and distributes custodial supplies;  
Performs groundskeeping activities such as clearing snow, mowing lawns and raking leaves;  
Keeps grounds free of litter and debris;  
Sets up furniture for and cleans up after lunch period;  
Paints rooms and equipment; repairs furniture and makes minor plumbing, electrical and carpentry repairs;  
Maintains cleanliness and sanitation of a swimming pool by checking temperature, chlorine levels, vacuuming;  
May monitor and perform minor adjustments to boilers to ensure proper oil and water levels, pressure, etc.;

### **FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, 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 boilers and auxiliary equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; ability to successfully work with and serve a diverse local community; thoroughness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One year of experience in one or more of the following areas: building cleaning, maintenance or repair, building construction or in a building trade, i.e., plumbing, electrical, carpentry, etc.