

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 02/06/08
Revised: 09/15/10; 02/23/22

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and economical cleaning, operation and maintenance of City buildings on a assigned shift. The Custodian is responsible for keeping buildings and facilities up to approved standards of cleanliness and operation. The work is performed under the general supervision of an administrative superior. Working supervision may be exercised over the work of subordinate custodial staff, community service workers and student workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the cleaning of floors, stairs, windows, walls, sinks, restrooms, surfaces, and other areas;
Inspects buildings for needed cleaning and ensures they remain clean;
Operates a variety of cleaning equipment, including dry and wet vacuums, carpet cleaners, and floor strippers/buffers;
Dusts and polishes desks, woodwork furniture and other equipment;
Empties wastebaskets and collects and disposes of refuse;
Sets up and arranges chairs, tables and other equipment;
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;
Paints rooms and equipment; repairs furniture and makes minor plumbing, carpentry, HVAC and other building repairs and adjustments;
May operate a pick-up truck.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning, practices, supplies (including solvents and other chemicals) and equipment, and ability to use them efficiently, economically and safely; ability to perform a variety of routine maintenance tasks; ability to operate cleaning equipment, including dry and wet vacuums, carpet cleaners and floor strippers/buffers; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; ability to read labels and instructions relative to the safe use of chemicals, cleaning materials and equipment; ability to successfully work with and serve a diverse local community; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid experience, or its part-time paid equivalent, in one or more of the following areas: building cleaning, maintenance or repair, building construction or in a building trade such as plumbing, electrical, carpentry, etc., or
- B. Three years of full-time paid experience, or its part-time paid equivalent, in one or more of the following areas: building cleaning, maintenance or repair, building construction or in a building trade such as plumbing, electrical, carpentry, etc.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.