

CUSTODIAL WORKER/GROUNDSKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for both the efficient and economical performance of cleaning and minor maintenance operations for school buildings and grounds. The work is performed under the general supervision of a supervisor in accordance with established policies and procedures but allowing some leeway for the exercise of independent judgment. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps, mops and dusts floors, stairs and desks;
Washes windows, walls, blackboards, sink and other fixtures;
Paints rooms and equipment, repairs furniture and makes minor plumbing, electrical and carpentry repairs;
Repairs window shades, replaces light bulbs, soap and towels;
Prepares and maintains a variety of records and reports;
Mows lawns and cares for flowerbeds, walks and driveways;
Rakes leaves, shovels and blows snow, cleans catch basins;
Maintains outdoor track;
Marks and maintains athletic fields, including set up and removal of bleachers;
Performs minor maintenance on mechanical equipment such as mowers, sanders, etc.;
May operate a school bus on a regular schedule or on occasion;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND 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 oil and gas fired low-pressure steam boiler equipment; working knowledge of the accepted procedures and practices of ground maintenance work; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine building maintenance tasks; ability to follow oral and written directions; thoroughness; mechanical aptitude; dependability; good moral character; willingness to perform routine manual work.

MINIMUM QUALIFICATIONS:

Six (6) months of experience in building maintenance or cleaning work.

CUSTODIAL WORKER/GROUNDSKEEPER (cont'd)

SPECIAL REQUIREMENT FOR APPOINTMENT, WHERE APPROPRIATE:

Candidates must be between the ages of 21 and 65 and meet the requirements of the New York State Commissioners of Education and Motor Vehicles for operating a school bus, including Article 19A (V&T) certification.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.