

DEPARTMENT: NORTH TONAWANDA SCHOOL DISTRICT
CLASSIFICATION: COMPETITIVE
APPROVED: 12/18/97

SENIOR CUSTODIAN
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and economical cleaning, operation and maintenance of a school building and its facilities. A Senior Custodian may perform supervisory and maintenance duties in a small school building, or may, on an assigned shift, assist in overseeing the cleaning and maintenance of a larger school building. The work is performed under the general supervision of the Superintendent of Buildings and Grounds, Head Custodian or School Principal with leeway allowed for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Direct supervision is exercised over the work of Custodians and Cleaners. This class differs from that of Custodian in that there is responsibility for the regular supervision of custodial personnel on an assigned shift in a large school building, or the overall responsibility for the entire custodial operation in a smaller school building. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules and assigns cleaning and custodial work of subordinate personnel;
Inspects building and equipment, performing or assigning routine or emergency repairs;
Supervises and/or participates in a variety of semi-skilled carpentry, painting, plumbing, electrical and other building maintenance tasks;
Opens and closes school building, securing windows, rooms and locks;
Supervises and/or participates in the cleaning of floors, stairs, windows, walls, blackboards, sinks and other fixtures;
Performs repair work on windows, doors, lights, desks, shades and other equipment;
Maintains inventory and prepares requisitions for materials and supplies;
Supervises and/or participates in groundskeeping activities such as clearing snow, mowing lawns, trimming shrubs and raking leaves;
Keeps time records for maintenance and cleaning personnel;
Leads in the arrangement of chairs, tables and other equipment for special events;
Collects and disposes of refuse.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically;
Ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks;
Ability to understand and carry out oral and written directions;
Ability to plan and supervise the work of others;
Ability to keep records and make reports;
Thoroughness;
Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: One (1) year permanent competitive status as a Building Maintenance Mechanic or two (2) years as a Custodian

OPEN-COMPETITIVE: Graduation from high school or possession of a New York State equivalency diploma:

AND: Two (2) years of building cleaning or maintenance experience.