



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: _____

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

SENIOR CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: The position involves responsibility for overseeing the work of custodial staff of a building, or a group of buildings. General direction is received from a higher-level staff member. Immediate oversight is exercised over the work of custodians, cleaners, and laborers engaged in various custodial activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns, and supervises the work of custodians' cleaners, and laborers;
 Inspects and reports on the cleaning services performed by outside contractors;
 Leads and participates in custodial cleaning and specialist projects, such as snow and ice removal of snow from premises, room setup;
 Makes regular inspections of buildings and grounds to maintain proper cleaning procedures;
 Orders supplies and maintains records of supplies used and inventory of supplies and equipment for the custodial force;
 Makes recommendations for improvements and for new equipment;
 Checks the security of the buildings and prepares rooms for required activities;
 Assists in the interview of new staff and recommends appointments of new personnel;
 May refill fire extinguishers and check fire alarm system to insure proper operation in emergency situations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning practices, supplies and equipment; knowledge of on-the-job health and safety issues; ability to plan, supervise and evaluate the work of others; ability to express oneself clearly and concisely, both orally and in writing; dependability; industry; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma (GED), AND EITHER:

1. One (1) year of full-time paid experience, or its part-time equivalent, in custodial and/or building maintenance work; OR
2. One (1) year of full-time paid experience, or its part-time equivalent, in any of the standard *skilled mechanical or construction trades; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

* Skilled trades include carpenter, electrician, mason, plumber, heating, ventilating and air conditioning technician and welder.

APPROVED: MAY 7, 1990

REVISED: SEPTEMBER 30, 2021

CIVIL SERVICE CLASSIFICATION: COMPETITIVE