



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424

[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (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 #:** 56-2025 **POSTING DATE\*: FROM:** 8/1/25 **TO:** 8/11/25

**JOB TITLE:** Custodian (HELPS Program)

**2025 RATE OF PAY:** \$43,251/yr (\$22.18/hr)

**LOCATION:** Ontario County Dept of Public Works

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>.

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

#### QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: One (1) year full-time paid experience, or its part-time equivalent, performing building cleaning or building maintenance work.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

**APPLICATION DEADLINE / LAST FILING DATE\*:** 8/11/25

\* 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.*

## CUSTODIAN

**MINIMUM QUALIFICATIONS:** One (1) year full-time paid experience, or its part-time equivalent, performing building cleaning or building maintenance work.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the efficient and economical cleaning and maintenance of a building and related facilities. The work is performed under general direction with limited leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. While supervision is not a major function of this title, oversight and instruction may be provided to lower-level staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Makes regular inspection of buildings and grounds to maintain proper cleaning and maintenance procedures;  
 Leads and participates in cleaning and maintenance work and may oversee individuals performing such activities;  
 Operates or checks the operation of oil or gas heating systems;  
 Checks to ensure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;  
 Keeps records and makes reports of supplies used and activities conducted;  
 Consults with supervisor regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials, and equipment;  
 Reports any acts of vandalism or breakage to proper authorities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**  
 Good 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 follow moderately difficult oral and written directions; ability to assign and manage the work of others; thoroughness; resourcefulness; dependability; good judgment; physical condition commensurate with the demands of the position.

REVISED: 8/3/00; 7/5/19; 12/18/19; 11/23/22

CIVIL SERVICE CLASSIFICATION: FULL-TIME: COMPETITIVE

PART-TIME: NON-COMPETITIVE (in all Civil Divisions)

(Ontario County job specification for Custodian accepted by Geneva City School District accepted on 8/1/00, adopted 8/3/00)

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES