

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>

HEAD CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the work of the custodial force of a large building or group of buildings. General direction is received from a superior, allowing considerable leeway for the exercise of independent judgment in keeping buildings and equipment up to approved standards of cleanliness and operation. Immediate supervision is exercised over a number of custodial employees; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns custodians, cleaners and other maintenance personnel to various tasks and supervises their work;
Receives and handles complaints and a variety of special requests from building occupants;
Makes periodic inspections of custodian activities to see that they are being performed according to regulations;
Supervises and participates in the removal of snow and ice from sidewalks;
Makes minor repairs to lockers, window shades, and door checks;
Oversees cleaning of blackboards, walls and lockers and disposal of waste paper;
Requisitions, receives and distributes building cleaning supplies, light bulbs, paper towels, soap, etc.;
Keeps records and makes reports of supplies used and activities carried on;
Participates in custodial and maintenance work when necessary;
May be responsible for safety of children entering and leaving buses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of building cleaning practices, supplies and equipment; ability to plan and supervise the work of custodians, cleaners and other maintenance personnel; good knowledge of the operation and maintenance of building heating equipment; working knowledge of the tools, terminology and practices of one or more skilled trades; ability to understand oral and written directions; dependability; thoroughness; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of full-time paid experience, or its part-time equivalent, in custodial and/or building maintenance activities or as a carpenter, plumber, electrician or painter.

APPROVED: 1/20/93

REVISED: 7/2/14; 10/28/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

(Ontario County job specification for Head Custodian adopted by Geneva City School District on 5/18/05)