# Canandaigua City Schools - Vacancy

**Full Time - Monday thru Friday – 3:00pm to 11:30pm**

**Starting rate: $17.35/hr with $.75/hr differential paid for hours worked between 3:00 pm and before 6:00 am.**

**The night supervising custodian will be paid an additional stipend of $1,100.**

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

## 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, oversite 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