

POSITION CLASS TITLE: CUSTODIAL WORKER

JURISDICTIONAL CLASS: Labor
CIVIL DIVISION: All
AUTHORIZATION: Personnel Officer/May 1979
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POSITION CLASS DEFINITION:

Essential nature of work, degrees of difficulty and responsibility.

Performs routine building cleaning work; does related work as required.

This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to a well established procedure, and maintenance tasks are performed under direct supervision or according to specific instructions. Supervision is received from a custodian or other superior. Supervision over the work of others is not a responsibility of employees in this class.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Sweeps and mops floors and stairs;
- Dusts desks, woodwork, furniture and other equipment;
- Washes windows, walls, blackboards, sinks and other fixtures;
- Polishes furniture and metal furnishings;
- Empties waste baskets, collects and disposes of rubbish;
- Clears snow and ice from walks;
- May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned;
- Assists in the operation of an oil, gas or coal fired low-pressure heating system including firing and removing ashes;
- Delivers packages and messages;
- Places and removes traffic safety signs;
- Arranges chairs and tables and other equipment for special use of school building;
- Repairs window shades, replaces light bulbs, soap and towels;
- Paints rooms and equipment and assists in making minor plumbing, carpentry, and electrical repairs.

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KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

WORKING KNOWLEDGE OF: building cleaning practices, supplies and equipment;

ABILITY TO: follow simple oral and written instructions; willingness to perform routine cleaning and other manual tasks; get along well with others; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

None are required.

SPECIAL REQUIREMENT: