

# Senior Custodian Tompkins County

**Department:** T-S-T BOCES and Dryden Central School District

**Classification:** Competitive

**Labor Grade:** N/A

**Approved:** Unknown when originally approved

**Revised:** 09/18;

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in building cleaning including at least one (1) year of experience supervising the work of others.

**Tompkins County is committed to Equity and Inclusion, we encourage those with similar values to apply.**

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory and direct work position involving responsibility for the efficient and economical cleaning and routine maintenance of school buildings and surrounding grounds, including shrubs, trees, walks, and driveways. The work is performed under the general supervision of the Director of Facilities with leeway for independent judgment in keeping buildings up to approved standards of cleanliness and maintenance. Immediate supervision is exercised over the work of custodians and cleaners as assigned. The incumbent will perform all related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Makes regular inspections of buildings and grounds to insure proper cleaning and maintenance procedures;
- Makes recommendations for improvements to and/or purchase of equipment;
- Works with the Director of Facilities to Plan, assign, and supervise the work of custodians and cleaners;
- Instructs custodians and cleaners in proper techniques of cleaning, maintenance, and use of equipment;
- Checks to ensure that buildings are heated, cleaned, locked and unlocked, and ready for all activities;
- Performs the more difficult maintenance and repair of cleaning equipment;
- Maintains records and makes reports of activities and supplies used;
- Assists with cleaning and maintenance activities;
- Reports breakage or acts of vandalism to proper authorities.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of cleaning practices, supplies, and equipment;
- Good knowledge of the operation and maintenance of cleaning equipment;
- Working knowledge of the tools, terminology, practices of commercial type cleaning;
- Ability to understand and carry out instructions given orally and/ or in writing;
- Ability to establish and maintain good interpersonal working relationships;
- Ability to direct the work of others;
- Ability to perform work requiring physical exertion such as lifting and repetitive motion;
- Good mechanical aptitude;
- Manual dexterity;
- Good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.