

# Custodian Tompkins County

**Department:** Various Municipalities  
**Classification:** Competitive  
**Labor Grade:** Varies  
**Approved:** 12  
**Revised:** 3/75; 11/78; 10/87; 9/93; 11/03; 1/13  
**By:** HH, Commissioner of Personnel

**MINIMUM QUALIFICATIONS: One year of full-time experience in building cleaning or maintenance experience**

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**NOTE:** Training cannot be substituted for the required experience.

**NOTE:** The Civil Service Exams for the Custodian and Custodian-Bus Driver positions are combined exams, therefore, when the exam is posted it will be for the dual title, Custodian/Custodian-Bus Driver.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the efficient and economical cleaning and maintenance of a school building. Work is performed under general supervision with some leeway for use of independent judgment in keeping the building up to approved standards of cleanliness and operation. Supervision may be exercised over the work of cleaners. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Supervises and participates in all building cleaning activities;  
Assigns tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment and checks to see that assignments are carried out;  
Checks to insure that buildings are heated, cleaned, locked and in readiness for all activities;  
May perform a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;  
Supervises and assists in the cleaning of heating systems;  
May maintain emergency lighting systems;  
Consults with superior regarding unusual maintenance problems;  
Makes recommendations concerning the purchase of supplies, materials;  
Keeps simple activity records;  
Strips and waxes floors;  
Assists or supervises snow removal and sanding of sidewalk;  
Moves furniture and equipment;  
Requisition, receives and distributes maintenance supplies.

**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 understand and carry out oral and written directions;  
Ability to lead and supervise the work of others;  
Willingness to perform custodial and other manual tasks;  
Thoroughness;  
Dependability.  
The employee's physical condition shall be commensurate with the demands of the position.

Originally created 12/01/1973