

Jurisdictional Class: Non-Competitive
Adopted: August 22, 1986
Revised: July 30, 2010

SENIOR CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the supervision of and participation in the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Work is performed in accordance with well-established procedures with leeway permitted for the use of independent judgment in carrying out the duties of the position. Supervision may be exercised over the work of custodial workers, laborers, and cleaners. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and participates in ordinary building cleaning and maintenance tasks, which include sweeping and mopping floors and stairs; dusting desks, woodwork, furniture, and other equipment; washing windows, walls, blackboards, sinks, and other fixtures; polishing furniture and metal furnishings; etc;

Assists in the training of new custodial workers, laborers and cleaners;

Assists the Building Maintenance Supervisor or Custodian in the ordering of cleaning supplies and equipment;

Assists in the inspection of classrooms, laboratories, halls, stairways, and offices to insure that acceptable cleanliness standards are maintained;

May involve the part-time operation of a truck or automobile;

May clear snow and ice from walks;

May mow lawns, trim shrubs, rake leaves, and perform a variety of other groundskeeping tasks as assigned;

May deliver packages and messages.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies, and equipment;

Ability to supervise the work of others engaged in routine tasks;

Ability to understand and follow oral and written instructions;

Ability to get along well with others;

Ability to keep simple records.

MINIMUM QUALIFICATIONS: One (1) year experience in general building cleaning and/or building maintenance.