

## CUSTODIAL WORKER / GROUNDSKEEPER

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, the duties of this class involve the efficient and economical performance of building cleaning, which may involve the performance of minor repair and maintenance tasks. In addition, incumbents of this position perform routine work in the maintenance of school district grounds. Supervision may be exercised over Maintenance Laborers, Laborers and Cleaners. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

#### When assigned to Custodial Duties:

Sweeps, mops and waxes floors; washes walls and windows, dusts and performs other cleaning duties;

Dusts desks, woodwork, furniture and other equipment;

Cleans and mops lavatories and locker rooms and replaces soap or towels;

Empties wastebaskets and collects and disposes of refuse;

Moves and arranges chairs, tables and other furniture or equipment;

Maintains cleanliness and sanitation of swimming pool by checking temperature, chlorine levels, vacuuming;

Assists with heavy work in kitchen and cafeteria;

Performs a variety of errands and related custodial tasks;

May make minor repairs to furniture, windows and shades; locks, faucets, heating system and other equipment;

May make minor electrical repairs including replacing light bulbs or switchplates;

May undertake routine maintenance tasks related to building operating systems, i.e.; changing filters, etc.;

#### When assigned to Groundskeeping Duties:

Mows, reseeds, rolls and fertilizes lawns and athletic fields;

Cares for flowerbeds;

Rakes leaves;

Trims hedges, trees and shrubs;

EXAMPLES OF WORK: (Illustrative Only)

When assigned to Groundskeeping Duties (continued)

Operates a variety of grounds maintenance equipment;

Shovels or plows snow and ice from sidewalks and driveways;

Patches blacktop on sidewalks and driveways;

Cleans gutters and catch basins.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently; working knowledge of the accepted procedures and practices of grounds maintenance work; familiarity with the operation and maintenance of heating systems; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks; ability to understand and carry out simple oral and written directions; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; willingness to perform custodial and other manual tasks; willingness to work outside during inclement weather; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) one (1) year experience in cleaning; or (b) one (1) year experience in grounds maintenance work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.