

## **SENIOR CUSTODIAL WORKER**

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

The work of employees in this class is distinguished by responsibility for the efficient cleaning of a building usually on a night shift. Work is performed under direct supervision of an administrator, with some leeway on methods and priorities in cleaning a building. Supervision may be exercised over the work of a small number of custodial workers.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Leads and participates in all cleaning activities;
2. Dusts chairs, tables, desks and other furniture; cleans and polishes furniture and brass;
3. Washes windows, walls, woodwork, bathrooms, tubs and bowls;
4. Insures security of building;
5. May assign tasks to subordinates;
6. Sweeps, mops and washes floors;
7. Gathers and disposes of refuse;
8. Checks heating systems and performs preventative maintenance;
9. May be required to perform or assist in minor repairs as needed;
10. May be required to perform maintenance chores such as painting or snow removal.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of cleaning methods, materials and equipment; ability to understand and carry out written and oral instructions; ability to lead and supervise the work of others; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

One (1) year of building cleaning or maintenance experience; or any equivalent combination of training and experience.

SV4408

ADOPTED: 08/01/75

REVISED: 03/09/93 10/01/04