

GENESEE COUNTY
SENIOR CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine supervisory work involving responsibility for supervising and assigning subordinates and participating in the performance of building cleaning and minor maintenance tasks. Work is performed in accordance with well established procedures allowing some leeway for the exercise of independent judgment in carrying out the details of the work. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Supervises and assigns cleaning staff on an assigned shift;
Prepares work schedules for assigned cleaning personnel and instructs new employees in proper cleaning procedures;
Inspects work of subordinates to determine that operations are performed efficiently and economically;
Keeps inventory of cleaning supplies and equipment and prepares purchase requisitions when necessary;
Arranges chairs and tables and other equipment for special use of buildings and grounds;
Participates in a variety of building cleaning work and minor maintenance duties within the scope of a Custodial Worker.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Working knowledge of cleaning methods, materials and equipment; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to secure the cooperation of others; thoroughness; dependability.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

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The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Two years of building cleaning experience, including some maintenance work, or any equivalent combination of training and experience indicating ability to perform the duties of the job.

FOR APPOINTMENT AND CONTINUED EMPLOYMENT: In Districts where required an appropriate and valid NYS Driver's License.

Special Requirements for Appointment: Successful completion of a background investigation may be required prior to appointment.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class

Adopted 12/1/75

Revised 10/7/76, 5/9/84, 3/18/98, 3/15/05, 10/9/07, 4/30/25