

Jurisdictional Class: Competitive  
Adopted: May 27, 1969  
Revised: May 3, 2010

**CUSTODIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for the efficient and economical cleaning and maintenance of a small or medium size building or for a large building on an assigned shift. The work is performed under general supervision with considerable 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 a small number of cleaning or custodial personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

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;  
Operates or checks the operation of heating systems;  
May perform a variety of semi-skilled carpentry, plumbing, electrical, and other building maintenance tasks;  
May supervise and participate in a variety of grounds keeping activities;  
Checks to insure that buildings are heated, cleaned, locked, and in readiness for all activities;  
Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials, and equipment;  
May involve the part-time operation of a truck or automobile;  
Keeps simple activity records.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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.

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