

CUSTODIAL WORKER II

Department: General Services

Classification: Non-Competitive

Specification Number: 2590

Approved: 12/29/22

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

- a) One (1) year of experience in cleaning a municipal or private building; or,
- b) One (1) year of experience as a Custodial Worker I.

DISTINGUISHING FEATURES OF THE CLASS

Under supervision, an employee in this class oversees and participates in the cleaning of Town buildings. The employee performs the work of a lead person over a custodial crew while participating in daily custodial duties, arranges assignments of Custodial Workers I to cover absentees, and periodically checks the progress of work. Performance is reviewed by a Custodial Worker III or other building maintenance superiors through inspections and periodic conferences. Does related work as required.

TYPICAL WORK ACTIVITIES

Oversees and participates in the cleaning of offices, conference rooms, lavatories and halls of Town buildings;

Mops, waxes , polishes and strips floors; dusts and polishes furniture, bookcases and paneling;

Washes windows, walls and fixtures;

Opens work areas and secures them on completion of work;

Moves office furniture and equipment;

Checks to see that cleaning assignments are performed in proper order;

Assists the Custodial Worker III with record keeping, training of new employees, and distribution of cleaning supplies;

May perform minor maintenance work with the use of simple hand tools.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Knowledge of the materials, methods and equipment used in custodial work; skill in the use and care of simple hand tools; ability to understand and follow oral and written instructions; ability to deal with the public in a courteous and tactful manner; ability to lead a crew of custodial workers in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.