

# **CUSTODIAL WORKER III**

**Department: General Services**  
**Classification: Non-Competitive**  
**Specification Number: 2595**  
**Approved: 12/29/22**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Either:**

- a) Three (3) years of experience in cleaning a municipal or private building; or,
- b) One (1 ) year of experience as a Custodial Worker II.

## **NECESSARY SPECIAL REQUIREMENT**

Possession of a valid New York State driver's license at time of appointment is required and must be maintained throughout employment in this title.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title supervises custodial workers engaged in cleaning Town buildings. The employee is responsible for scheduling and supervising Custodial Workers I and II engaged in a variety of tasks . Duties require the exercise of some independent judgment in establishing priorities, planning work methods, scheduling assignments, and reviewing the work of subordinates . Work is checked by a superior for compliance with special instructions and achievement of desired results. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Supervises and participates in the cleaning of offices and public areas; makes frequent inspections to determine if work is properly done; orders, stores and issues cleaning supplies;

Trains new employees in duties such as sweeping, mopping and waxing floors, washing windows, cleaning lavatories and replenishing supplies;

Maintains records and prepares reports relating to personnel, supplies, equipment and work performed.

May perform various maintenance assignments as required;

May supervise participants in a work or summer program.

## **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 staff of custodial workers in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.