

TOWN OF TRUMBULL

CUSTODIAN

BOARD OF EDUCATION

CIVIL SERVICE CLASS: IV

GENERAL STATEMENT OF DUTIES:

1. Cleans and is responsible for the condition of a school building or part thereof, or a group of smaller buildings.
2. May operate small heating plant.
3. Performs all housekeeping duties as assigned.
4. May be required to do minor painting.
5. Processes recycling materials; collects and disposes of rubbish.
6. Cleans and shovels walks and grounds.
7. Locks and unlocks premises. May raise and lower flag.
8. Moves and sets up furniture. May load, unload and store materials.
9. May do simple repair work using a variety of hand tools. May use power-driven hand tools.
10. May be required to make deliveries using a Board of Education vehicle.
11. May open, close and operate a school building alone.
12. Works hours as assigned. Performs miscellaneous related duties as assigned. May be required to work first, second or third shift or a variation thereof.

SUPERVISION RECEIVED:

Works under the direction of assigned Building Custodian or other assigned supervisor.

SUPERVISION EXERCISED:

May supervise summer help or employees of a lower wage grade.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of materials and methods used in cleaning and the use of light and heavy manual and power-driven cleaning and polishing equipment.
2. Must be able to climb extension and step ladders.
3. Ability to follow complex oral and written instructions.
4. Ability to learn and follow routine cleaning procedures.
5. Ability to get along well with children and public and to enforce regulations with firmness and courtesy.
6. Must learn all fire, security and other related emergency procedures required for safe and proper operation of assigned building(s).
7. Must learn the location and use of main valves and switches to control building.
8. Ability to perform moderately heavy labor and lift at least 65 pounds.

EXPERIENCE AND TRAINING:

1. High School Graduate or equivalent.
2. At least six (6) months of experience working as a cleaner in a commercial or institutional setting.
3. Must have a valid State of Connecticut driver's license.