

NEW CASTLE COUNTY GOVERNMENT

Number 0877

CLASS SPECIFICATION

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Date 07/02/02

Title: SENIOR CUSTODIAN

Approved:



GENERAL STATEMENT OF DUTIES: Oversees the work of a custodial crew; performs routine cleaning tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is charged with the responsibility of directing the cleaning, waxing, and general upkeep of building facilities. Direction is given to other custodial personnel. An employee in this class is under general supervision. Manual work is required of this position.

EXAMPLES OF WORK: (Illustrative Only)

- Acts as a lead person in assigning daily tasks to a custodial crew;
- Plans, assigns, and inspects work of custodial personnel in keeping County facilities in a clean and orderly fashion;
- Oversees the storing and issuing of cleaning supplies and equipment;
- Directs the moving of furniture and setting up of rooms for meetings and conferences;
- Assigns custodial personnel to specific jobs when normal routine varies;
- Sweeps, mops, buffs, and waxes floors;
- Dusts woodwork, furniture, and other articles;
- Delivers packages and messages;
- Checks with supervisors in order to coordinate cleaning work.
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of custodial requirements for a large public building; ability to lay out and supervise the work of others; ability to get along well with the public, employees, and others; dependability; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least one year experience at the level of a custodian and completion of a standard eighth grade course; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established: 09/22/86
Revised: 03/20/89
Revised: 01/01/91
Revised: 01/01/96
Revised: 11/01/98
Revised: 07/02/02