

**CUSTODIAL WORKER**

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to a well established routine. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Sweeps, mops and waxes floors, washes walls and windows, dusts and performs other cleaning duties;  
Cleans and mops lavatories and locker rooms and replaces soap or towels;  
Dusts desks, woodwork, furniture and other equipment;  
Receives, moves and stores incoming supplies;  
Arranges chairs and tables and other equipment for special use in Town buildings;  
Performs a variety of errands and related custodial tasks;  
May make minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, heating system and other equipment;  
May keep simple clerical records;  
Performs snow removal and grounds maintenance duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of building cleaning practices, supplies and equipment, and ability to use them economically and efficiently; ability to acquire knowledge of the operation and maintenance of heating equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs and perform a variety of routine maintenance tasks; ability to understand and carry out simple oral and written directions; ability to get along well with others; willingness to perform custodial and other manual tasks; thoroughness; dependability; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession and maintenance of valid NYS Motor Vehicle Operator's License.

Amended 3/2/04  
Town of Colonie  
Personnel Officer  
Reviewed 2/21/08