

**CLASS SPECIFICATION FOR**  
**Custodian II**

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**GENERAL STATEMENT OF DUTIES:** Schedules and supervises the custodial work in a large facility or a number of small facilities; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible supervisory work which involves assigning and inspecting the work involved in buildings and grounds maintenance. Supervision is exercised over a large group of workers engaged in custodial care of a large facility or a number of small facilities. Work is reviewed in progress and upon completion by a supervisor.

**EXAMPLES OF WORK** (illustrative only):

- Schedules employees so that adequate coverage is provided not only for normal operating hours but for special events, meetings and classes;
- Opens the facility, deactivates the alarm system and checks to insure that the facility is in proper operating condition;
- Secures the facility after closing and activates the alarm system;
- Keeps time records;
- Recommends termination of employment of unsatisfactory custodial workers;
- Requests appliances, equipment and cleaning materials orally or in writing;
- Plans work of subordinates and explains and illustrates how it is to be done;
- Observes work performance of subordinates and additional help as needed;
- Fires boilers and furnaces to supply adequate heat to building during winter or to provide adequate supply of hot water when heat is not required;
- Sees that adequate supply of oil is maintained;
- Reports any defects in performance of boilers and furnaces;
- Performs minor repairs such as installing new washers, tightening screws in faucets, opening up stopped-up toilets and repairing and adjusting kitchen appliances;
- Performs necessary grounds maintenance, as season requires;
- Returns to facility after hours when called to clean up after vandalism or other emergency.
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of equipment and cleaning compounds to be used and of the possibility of damage to colors and various kinds of finishes and surfaces; good general knowledge of the operation of heating systems; good general knowledge of grounds maintenance practices; ability to keep records and make reports; ability to request necessary appliances, equipment and cleaning materials in writing; ability to plan and supervise the work of others; physical condition that will permit heavy lifting and pushing, reaching, stooping, climbing ladders and work under adverse temperature and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Completion of grade school and one (1) year of supervisory experience as a custodian in charge of a facility; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** Some positions may require possession of a valid driver's license issued by the State of Virginia.