

CLASSIFICATION: CUSTODIAL WATCH PERSON

Class Code: 2340-07

Date Established: 09-27-93

Occupational Code: 3-3-9

Date of Last Revision: 12-28-01

BASIC PURPOSE: To perform routine custodial and security duties in a departmental complex or building.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs custodial tasks such as general cleaning and sanitization of building areas, washing windows, cleaning floors, changing light bulbs, and emptying waste receptacles.
- Conducts security tours to include the checking and locking gates, windows and doors in order to provide area security; may also check heating equipment including boilers, furnaces, and compressors.
- Operates and performs routine maintenance on equipment such as floor buffers, carpet cleaners, scrubbers, vacuum cleaners and floor maintenance machines.
- Performs outdoor tasks such as mowing and trimming grass and shoveling snow to maintain appearance and safety standards within an area complex.
- Receives and signs for supplies, fuel, inventory of equipment and furniture.
- Moves furniture and equipment to render building areas ready for custodial work.
- Performs a variety of security functions such as clearing a room or building, activating intrusion alarm systems, and ensuring that all state vehicles are secured and safety equipment is functional.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires common sense understanding of instructions in performing a series of routine procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

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Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Completion of at least two years of high school.

Experience: One year's experience in custodial or general maintenance work.

License/Certification: Possession of a valid New Hampshire driver's license is recommended but not required.

RECOMMENDED WORK TRAITS: Working knowledge of the operation and care of buffers and vacuum cleaners, mop ringers, brushes and other cleaning equipment. Knowledge of the materials, equipment, and methods commonly employed in cleaning operations. Ability to understand and carry out instructions, and to make minor repairs to cleaning equipment. Ability to perform routine security checks and to work with groups and individuals using the facility to which assigned. Ability to provide information to other employees and to the public using the building facilities. Ability to remain alert in watching for fires and in performing other security duties. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.