

<p>Civil Service Law: Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction, and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. (L. 1958, c790 S 1; amended L.1978, c99, S 1.)</p>	<p style="text-align: center;"><u>SUFFOLK COUNTY</u> DEPARTMENT OF CIVIL SERVICE</p> <p style="text-align: center;">NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this department.</p>	
<p>1. Seneca Middle School Sachem Central School District, 51 School Street, Lake Ronkonkoma, NY 11779</p>		
<p>2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p>		
<p>PERCENT OF WORK TIME</p>	<p>Custodial Worker I</p>	
<p>100%</p>	<p><b><u>Duties and Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Mops, waxes, polishes, and strips floors, sweeps hallways and classrooms, vacuums carpets. Responsible for regularly assigned areas and general overall building cleaning as needed.</li> <li>• Dusts and polishes furniture, bookcases, desks, computers, paneling, walls, baseboards, light fixtures, blinds, windowsills, door frames, and all building fixtures.</li> <li>• Washes windows, walls, woodwork, doors, chalkboards, and whiteboards.</li> <li>• Empties garbage cans and trash baskets.</li> <li>• Cleans lavatories and replenishes supplies.</li> <li>• Moves furniture, books, and equipment from one location to another.</li> <li>• Changes light bulbs, balusters, and may complete minor similar maintenance work.</li> <li>• Paints walls, ceilings, furniture and/or equipment as directed.</li> <li>• Assembles furniture and equipment as directed. May make minor repairs.</li> <li>• Assists in minor grounds maintenance including snow removal, grass cutting, lawn maintenance, parking lot and sidewalk sweeping, and garbage removal from the outside of building. May perform basic grounds maintenance during school recess.</li> <li>• Sets up, lifts and moves furniture and equipment necessary for meetings and community events.</li> <li>• Must have the ability to follow written and oral directions. Must be able to follow diagrams and sketches.</li> <li>• Must be flexible and demonstrate excellent communicative skills to deal with community members, students, parents, colleagues, supervisors, and administrators.</li> <li>• Must demonstrate excellent judgment, respect others, and understand the role of the custodial worker within the daily operations of a large school building and district.</li> <li>• Must have effective communicative skills, be flexible, and have ability to collaborate and cooperate with the building principal, supervisors, District administrators, colleagues, custodial workers, District employees, students, and community members.</li> <li>• Must wear a uniform in a presentable fashion, and act in a professional manner at all times.</li> </ul>	