



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

PRINCIPAL CUSTODIAL AIDE

Effective Date: 01/16/2009
Title Code Number: 9463500
Salary Grade: 11
Jurisdictional Classification: EX

DISTINGUISHING FEATURES OF WORK:

Principal Custodial Aides work under direct supervision of the Deputy Building Superintendent. They work in the Court of Appeals Building where they are responsible for performing and coordinating routine housekeeping, grounds keeping, and maintenance tasks. They also perform other related duties.

TYPICAL DUTIES:

Performs routine housekeeping in courtrooms, Judges` chambers, and other courthouse areas.

Performs routine maintenance tasks such as painting, patching, plastering, staining, and other related activities.

Moves office furniture, equipment, and other items.

Performs waste removal from courtrooms, Judges` chambers, and other courthouse areas.

Provides assistance with grounds-maintenance and snow removal tasks.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to operate a vacuum cleaner, lawn mower, and other housekeeping and simple grounds equipment.

Ability to read and comprehend at a level equivalent to an eighth grade education.

Ability to stand, walk, and bend for lengthy periods.

Ability to understand and follow oral and written instructions.

Ability to operate a motor vehicle and snow removal equipment.

Ability to lift and carry objects which may weigh up to fifty (50) pounds.

Knowledge of housekeeping materials and tasks.

Knowledge of painting, patching, plastering and staining techniques.

QUALIFICATIONS :

One year of experience as a Senior Custodial Aide;

or

An equivalent combination of education and experience.