

CITY OF NORWICH
Civil Service Meeting Minutes
July 22, 2019

PRESENT

Brian Wessels
Mary Politano

ALSO

Lynn Murray
Agnes Eaton

Commission Wessels called the meeting to order at 8:30 a.m.

Commissioner Wessels **moved** to approve the minutes from the June 27, 2019 with a correction of the adjournment time from 8:47 am to 9:47 am. Seconded by Commissioner Politano, approved ayes all.

Approval of revised Job Description and New Position Duty Statement (NPDS) for Custodian

Commissioner Politano moved to approve the revised job description and the NPDS for Custodian in the City of Norwich. Seconded by Commissioner Wessels, approved ayes all.

Custodian

Distinguishing Features of the Class: This is routine physical work involving the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed under direct supervision or under general supervision and according to specific instructions. Does related work as required.

Typical Work Activities:

Sweeps, mops and washes floors and stairs;
Uses heavy mechanical equipment for stripping, waxing and polishing floors;
Dusts chairs, tables, desk and other furniture;
Polishes furniture and other items;
Empties wastebaskets, collects and disposes of trash;
Arrange chairs, tables and other equipment for special use of buildings;
Replenishes soap, paper towel and toilet paper;
Replaces light bulbs;
Repairs window shades;
Moves furniture, supplies and other equipment;
Cleans walls, bath fixtures, furniture and other various equipment daily;
Clears snow and ice from walks;
May assist in the operation and maintenance of an oil or gas fired low pressure heating system;
Washes outside windows at extreme heights;
May sand and repair desks, tables and chairs;
May assist in making minor plumbing, carpentry and electrical repairs;
May load and unload trucks;
Performs minor maintenance tasks such as painting of facilities placement of door sweeps and seals, handles, locks and hinges.

Full Performance knowledge, skills, abilities and personal characteristics:

Working knowledge of common cleaning, disinfecting methods, materials and equipment;
Skill in the use of cleaning and maintenance equipment such as vacuum cleaners, carpet shampooers and floor buffers;

Skill in the use of grounds maintenance tools and equipment such as trimmers, mowers, snowblowers and chain saw;

Ability to lift heavy objects and perform work requiring bending, climbing, reaching, and activities that may be repeated several times daily;

Ability to get along well with others;

Willingness to perform routine cleaning and other physical tasks;

Willingness to be exposed to dust dirt, grease, grime, offensive sights and odors;

Thoroughness;

Dependability;

Physical condition commensurate with the demand of the position.

Minimum Qualifications:

Graduation from high school or possession of an equivalency diploma

Or

Four years' experience involving building cleaning or upkeep

Or

An equivalent combination of training and experience sufficient to indicate ability to do the work.

Special Requirements:

Possession of a valid New York State driver's license appropriate to the vehicles and/or equipment operated. License at the time of appointment and incumbent must maintain said license while employed.

New Position Duties Statement

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. Effective 1978		New Position Duties Statement 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 one typed copy to this Commission.	
1. Department DPW	Bureau, Division, Unit or Section	Location of Position City of Norwich	
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.			
Job Title: Custodian			
Percent of Work Time	Job Duty		
15%	Performs a variety of building cleaning activities including dusting, sweeping, mopping, vacuuming, cleaning windows and stripping, waxing and buffing floors;		
5%	Operates a variety equipment relative to cleaning activities including dry and wet vacuums, carpet cleaners and floor strippers/buffers;		
15%	Empties wastebaskets, collects and disposes of garbage and trash;		
5%			
15%	Sweeps, cleans and removes snow from sidewalks and other pedestrian commons areas;		
20%	Performs non-mechanical building maintenance including changing light bulbs and filling soap and paper towel dispensers;		
5%	Performs minor grounds keeping tasks as required including raking, picking up litter, sweeping and snow removal;		
20%	Moves furniture, supplies and other equipment;		

May lock or unlock the building as required;

(Attach additional sheets if more space is needed)

September 23, 2019

Date:

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- ☐ **Approved**
☐ **Disapproved**

Date:

Signature:

Return One Completed Copy To Civil Service Commission

September 23, 2019

Set next meeting: September 24, 2019 8:30 a.m.

Commissioner Wessels **moved** to adjourn at 9:47 a.m. Seconded by Commissioner Politano approved ayes all.