

HEAD CUSTODIAN

Distinguishing Features of the Class: This is an important supervisory position involving responsibility for the efficient and economical cleaning and maintenance of a large school building or a number of small buildings and related facilities. The work is performed under general direction or supervision of a Superintendent of School Maintenance Operations or other school official with wide leeway allowed for exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. This class differs from that of Senior Custodian in that there is responsibility for a larger cleaning and maintenance operation. Supervision is exercised over the work of cleaning and custodial personnel.

Typical Work Activities:

- Schedules and assigns cleaning and maintenance work of subordinate personnel.
- Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures and make recommendations for improvements or new equipment.
- Supervises the operation and regulation of heating plant equipment and other electrical and mechanical equipment.
- Plans, supervises and participates in building cleaning activities.
- Gives instructions in the use of cleaning supplies, material and equipment to subordinate employees.
- Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities.
- Assumes responsibility for timely snow removal, sanding and salting of walks and driveways.
- Assists with cleaning and maintenance activities when necessary.
- May plan and supervise grounds maintenance activities.
- May inspect and otherwise exercise control over maintenance work performed by outside contractors.
- Requisitions equipment and supplies for custodial and maintenance activities.
- Reports any acts of vandalism or breakage to proper authorities.
- Maintains a variety of records and prepares regular written reports.
- May operate a motor vehicle in performance of duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of large scale building cleaning practices, supplies and equipment and ability to use them efficiently and economically.
- Good knowledge of the operation and maintenance of school building heating equipment.
- Working knowledge of the tools, terminology and practices of one or more skilled trades.
- Ability to read plans and specifications.
- Ability to follow moderately difficult oral and written directions.
- Ability to plan and supervise the work of others.
- Willingness to perform custodial and other manual tasks.
- Mechanical aptitude.
- Good physical condition.

HEAD CUSTODIAN continued

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and three years of experience in building cleaning and minor maintenance activities, one year of which shall have involved supervisory responsibility.

NOTE: If the position requires the operation of a motor vehicle then the following special requirement applies: Eligibility for an appropriate level New York State Driver's license at the time of application for appointment. Possession of the license at the time of appointment.

09-02-88

09-21-90

01-16-07 Retyped

01-13-10 Retyped

CLASS: COMPETITIVE