

HEAD CUSTODIAN (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for scheduling, supervising, evaluating employees and participating in the cleaning and maintenance activities of a large school building or buildings in a suburban school district. The work is carried out in accordance with established procedures, with leeway allowed for the exercise of independent judgment in planning work methods, scheduling work assignments and reviewing the work of subordinates. Work is performed under the general supervision of the Superintendent of Buildings and Grounds or an administrative employee of higher rank. Supervision is exercised over a number of employees engaged in various custodial and cleaning activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the cleaning of classrooms and other areas in a school building, makes frequent inspections of areas to determine if work is properly done;
Assigns custodial, cleaning and maintenance personnel as required;
Makes periodic inspections of maintenance activities to see they are being performed according to regulations;
Supervises the operation and maintenance and may operate or perform minor maintenance work in low and high pressure steam boilers and oil burners;
Maintains necessary records, papers and required reports relating to personnel, supplies, equipment and work performed;
May inspect work performed by private contractors;
Assists with custodial maintenance work when required;
Opens work areas and secures areas upon completion of work;
Evaluates work performance of subordinate employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building cleaning practices, supplies and equipment; thorough knowledge of the operation and maintenance of gas or oil fired low and high pressure boiler equipment; good knowledge of the tools, terminology and practices of the skilled trades; good knowledge of ground maintenance; ability to plan and supervise the work of custodial, cleaning and maintenance personnel; ability to understand and follow oral and written instructions; ability to deal with school and civic groups in a courteous and tactful manner; dependability, thoroughness, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or vocational school or possession of a high school equivalency diploma and three (3) years of experience in commercial cleaning practices or general building maintenance, which includes experience in any one of the following trades, Carpentry, Electrical, HVAC Systems or Plumbing, one (1) year of which was in a responsible supervisory capacity; OR
- B. Seven (7) years of experience in commercial cleaning practices or general building maintenance, which included experience in any one of the following trades, Carpentry, Electrical, HVAC Systems or Plumbing, one (1) year of which was in a responsible supervisory capacity; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Special Requirement: Possession of a valid Class 5 New York State driver's license at the time of appointment.

Promotional Examination: Must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for twelve (12) months immediately preceding the date of the written test as a Senior Custodian, or twenty-four (24) months immediately preceding the date of the written test as a Custodian.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.