

CUSTODIAL FOREMAN

Code No.: 5-03-006
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving the management of a building maintenance and custodial program in a large school with extensive grounds and mechanical equipment. Employees of this class assign and direct custodians and other cleaning personnel in maintenance and sanitation work. Direct supervision is received from a building principal or Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assigns custodians to school wings or specific duties;
- Determines work force required and assigns cleaners to custodians;
- Draws up schedules for building maintenance and sanitation needs;
- Keeps and orders supplies of necessary cleaning materials;
- Selects and trains work crews;
- Sets up standards for cleanliness and formulates work orders;
- Assigns workmen to perform minor repairs in plumbing, heating, electrical, painting, and heating equipment field;
- Inspects building for presence of hazardous or unsafe features;
- Keeps work records of tasks completed;
- Prepares reports for superiors;
- Performs special assignments at request of school principal.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good Knowledge of school building cleaning, maintenance, and sanitation requirements; good knowledge of cleaning methods, measures, and supplies; good knowledge of cleaning equipment and its maintenance; good knowledge of the electrical and mechanical facilities of a school building; good knowledge of the maintenance required and of minor repairs needed to built-in facilities; ability to organize and direct work of cleaning crews; ability to detect unsafe or unclean conditions; ability to train, instruct, and supervise the work of subordinates; ability to keep records and prepare reports; ability to carry out long range and intermediate maintenance programs at the request of the supervisor; initiative; reliability; resourcefulness; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school equivalency diploma plus four (4) years full-time or its part-time

equivalent experience involving cleaning or custodial responsibilities two (2) years of which shall have involved the supervision of cleaning and maintenance crews.

NOTE: Additional experience cannot be substituted for the education requirement.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 13, 1969

REVISED: February 26, 1981

Reviewed: 1/6/87