

HEAD CUSTODIAN

Code No: 5-08-003
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory custodial/maintenance position responsible for the efficient and economical cleaning and maintenance of school buildings or other types of facilities. In smaller school districts work also involves the maintenance of grounds and athletic fields. The employee reports directly to, and works under the general supervision of, a higher level staff member with considerable leeway allowed for the exercise of independent judgment in keeping buildings and equipment up to approved standards of cleanliness and operation. General supervision is exercised over lower level staff such as Cleaners, Laborers, and Custodians. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and schedules the work of subordinates;

Conducts inspections of maintenance activities to ensure they are performed according to regulations;

Maintains an inventory of supplies;

Assists with maintenance and custodial work as necessary;

Ensures basic security of buildings (ex. windows, doors, roof hatches are secure);

Maintains records on maintenance work performed and equipment;

Conducts monthly inspections of fire extinguishers and playgrounds (and related equipment);

Conducts daily routine inspections (ex. takes readings) of areas/equipment such as fan rooms, boilers, walk-in coolers/freezers, and swimming pools (leaks, pumps etc.);

Reviews timecards;

Inspects work performed by contractors;

Supervises the maintenance of grounds where applicable.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of building cleaning practices, supplies, and equipment; good knowledge of building surfaces and their proper care; working knowledge of the tools, terminology and practices involved in building maintenance; ability to schedule the work of a maintenance and custodial staff; supervisory ability; ability to maintain records; ability to understand and follow oral and written directions; ability to maintain effective working relationships with others; ability to operate floor cleaning and lawn mowing equipment; ability to paint and make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks; ability to comprehend appropriate bathroom sanitation

processes; ability to read and comprehend Material Safety Data Sheets, Product Safety Data Sheets, or Safety Data Sheets; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent experience in both building cleaning and maintenance activities; OR,
- (B) One (1) year of paid full-time or its part-time equivalent experience in both building cleaning and maintenance activities, plus one (1) year of paid full-time or its part-time equivalent experience as a skilled workman in either the carpentry, plumbing, painting or electrical trade; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Where education is below the minimum specified above, additional experience may be substituted on a year-for-year basis. College level training may not be substituted for the required work experience.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: March 3, 1978
REVISED: November 29, 1984
REVISED: April 16, 1992
REVISED: August 11, 1994
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