

HEAD CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the efficient and economical cleaning and operation of a school or part thereof. The work involves maintaining buildings and equipment up to approved standards of cleanliness and operation. The work is performed under the general direction of the building principal, Director of School Facilities and Operations or other designated administrator. Direct supervision is exercised over Custodians and Cleaners. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns various tasks to custodians, cleaners as well as may coordinate the work of trades people;
Keeps the building secure by following the written building security plan;
Evaluates assigned staff, maintains attendance records, vacation, sick leave, etc.;
Responsible for operation and maintenance of low pressure boilers;
Inspects maintenance activities to ensure compliance with regulations;
Inspects work performed by private contractors when appropriate;
Keeps records and makes reports of activities and supplies used;
Performs both maintenance and custodial work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building cleaning practices, supplies and equipment;
Good knowledge of the operation and maintenance of boilers and equipment;
Working knowledge of the tools terminology and practices of one or more skilled trades;
Ability to plan and supervise the work of others;
Ability to understand and carry out oral and written directions;
Dependability;
Thoroughness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- A) Two years experience in building cleaning and maintenance activities; or
- B) One year of experience in building cleaning and maintenance activities and one year experience as a carpenter, painter, or electrician; or
- C) Any equivalent combination of training and experience as indicated in A) and B) above.