

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 6, 2005

HEAD CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: Has responsible charge of the custodial and maintenance work of school facilities and equipment. This is an important maintenance and supervisory position involving responsibility for the efficient and economical cleaning, maintenance and heating of a large school building or number of smaller buildings and related facilities. The work is performed under the general direction of a superior allowing wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Immediate supervision is exercised over the work of custodians and cleaning or maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Is responsible for operation and maintenance of the heating system;
2. Inspects buildings and grounds on a regular basis to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment;
3. Schedules and assigns cleaning and maintenance work of custodians and/or cleaners;
4. Inspects and otherwise exercises control over maintenance work performed;
5. Checks, operates, and maintains (or delegates these activities to a subordinate employee) building equipment, such as fire extinguishers, fire equipment, alarms and Automatic External Defibrillators (AEDs);
6. Checks to insure that buildings are heated, cleaned, secured, unlocked when necessary, and in readiness for all activities;
7. Maintains records and compiles reports of supplies used and activities carried on;
8. May perform and/or assist with the cleaning and maintenance activities required of a Custodian;
9. Reports any acts of vandalism or breakage to proper authorities;
10. Requisitions and dispenses custodian and maintenance supplies and equipment.

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 building heating equipment; working knowledge of the tools, terminology and practices of one or more skilled trades; working knowledge of all building systems operations and maintenance; ability to use computers to process work orders, check fire systems, HVAC systems, security systems and any other work activity that requires computers; ability to follow moderately difficult oral and written directions; ability to plan and supervise the work of others; thoroughness; resourcefulness; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** two (2) years of full time paid supervisory experience in building cleaning maintenance work or in any of the standard mechanical or construction trades which are related to standard building maintenance; **or**

Graduation from high school or possession of an equivalency diploma **and** four (4) years of full time paid experience in building cleaning maintenance work or in any of the standard mechanical or construction trades which are related to standard building maintenance; **or**

Completion of a standard grade school course **and** six (6) years of full time paid experience in building cleaning maintenance work or in any of the standard mechanical or construction trades which are related to standard building maintenance.

NOTE: One (1) year of full time paid supervisory experience in the required fields detailed above will equate to two (2) years of the required experience.