

Department: School Districts
Classification: Competitive
Grade: _____

SPEC DISK G4
DOCUMENT 16

HEAD CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for being in charge of the custodial and maintenance work of school facilities and equipment. This is an important supervisory position involving responsibility for the efficient and economical cleaning and maintenance 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 subordinate cleaning and maintenance personnel. May be required to act as school bus driver on an assigned route. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative only*)

Makes regular inspections of buildings and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment;
Schedules and assigns cleaning and maintenance work of Custodians;
Inspects and otherwise exercises control over maintenance work performed by outside contractors;
Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;
Keeps records and makes reports of supplies used and activities carried on;
Assists with cleaning and maintenance activities when necessary;
Reports any acts of vandalism or breakage to proper authorities;
May be required to act as school bus driver on an assigned route as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building and cleaning practices, supplies and equipment; good knowledge of the operation and maintenance of a low pressure heating plant; working knowledge of the tools, terminology and practices of one or more skilled trades; ability to follow moderately difficult oral and written directions; ability to plan and supervise the work of others; thoroughness; resourcefulness; dependability; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Three years of experience in building, cleaning and maintenance work, or three years in any of the standard mechanical or construction trades; or
- (b) An equivalent combination of training and experience as defined by the limits of (a).

NOTE: *In school districts where the Head Custodian is required to act as a Bus Driver, candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations by the New York State Commissioner of Education, the State Education Law and the Vehicle and Traffic Law. Drivers must be at least 21 years of age.*