

HEAD CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisory position which is responsible for the efficient and economical custodial and maintenance functions in school facilities or public libraries or a number of smaller buildings and related facilities. Incumbents lead and participate in the cleaning and maintenance of buildings and related equipment. The work is performed under the general supervision of a higher level employee with wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Supervision is exercised over the work of subordinate custodial or maintenance personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Makes regular inspections of buildings and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment;
2. Schedules and assigns cleaning and maintenance work of subordinate personnel;
3. Inspects and otherwise exercises control over maintenance work performed by outside contractors;
4. Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities; directs and assists in setups of facility for functions;
5. Keeps records and makes reports of supplies used and activities carried on; may assist with the ordering of custodial supplies;
6. Leads and participates in building cleaning and maintenance activities, such as dusting, moving furniture, sweeping, strip/waxing floors, cleaning windows, removing refuse, etc.;
7. Reports any acts of vandalism or breakage to proper authorities;
8. May operate or check the operation of heating system;
9. Trains new employees and plans for appropriate orientation;
10. May make recommendations regarding the employment, removal and discipline of personnel;
11. Directs and participates in painting, vacuuming, snow and ice control activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of building cleaning practices, supplies and equipment sufficient to lead and participate in the cleaning of large size institutional buildings;

Knowledge of the operation and routine maintenance of a heating plant sufficient to allow the daily monitoring and adjusting of building conditions;

Knowledge of the tools, terminology and practices of general building maintenance trades to allow for routine repairs and maintenance of facilities, furniture and equipment;

Ability to learn and maintain management information and tracking systems, which may be computer based;

Ability to follow moderately difficult oral and written directions;

Ability to plan and supervise the work of others;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years of experience which primarily involved institutional or building cleaning and minor maintenance activities, one (1) year of which shall have involved supervisory responsibility.

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