

## HEAD CUSTODIAL WORKER\*

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, employees in this class are responsible for the efficient and economical maintenance of a school facility, and have complete charge of school building cleaning, maintenance and minor repair activities. In large districts, this class is usually in charge of only one building under the general supervision of a higher level administrator. In smaller districts, a Head Custodial Worker may have charge over two or more buildings and be responsible to the Business Manager, Assistant Superintendent or an equivalent administrator. Considerable independent judgment is usually involved in carrying out the responsibilities of this position. Supervision is exercised over Senior Custodial Workers, Custodial Workers, Cleaners and/or maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assigns Senior Custodial Workers, Custodial Workers, Cleaners and/or maintenance personnel to tasks and supervises their work;

Supervises the maintenance and operation of heating and ventilating systems;

Makes periodic inspections of maintenance activities to see that they are being performed according to best practice;

Inspects work being performed by private contractors;

Requisitions, receives, stores, and distributes building cleaning supplies;

Prepares work schedules and keeps time records;

Keeps records and makes reports of supplies used and activities carried on;

Interviews and recommends the hiring of subordinate personnel;

Instructs Custodial Workers and Cleaners in building cleaning and maintenance tasks;

Maintains liaison between teaching staff and Custodial Workers;

May undertake readings of school district's water system meters i.e. consumption, ultra-violet intensity, and monitor and clean equipment as required;

May assist with custodial, maintenance and repair work, as required;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of building cleaning practices, supplies, and equipment; good knowledge of the operation and maintenance of heating and ventilating equipment; working knowledge of the tools, terminology, and practices of one or more skilled trades; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to plan and supervise the work of others; ability to prepare reports; ability to understand and follow written directions; ability to get along well with others; honesty; good judgment; dependability; initiative; thoroughness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) three (3) years of experience in which the primary function of the position was building cleaning, maintenance, and minor repair activities; or (b) one (1) year of experience in building cleaning and maintenance activities and two (2) years of experience in the field of carpentry, painting, electrical work, plumbing, heating or ventilating repair work.

NOTE: Possession of the appropriate license and/or certification in accordance with the New York State Sanitary Code may be required by the school district for the operation of its water treatment system.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts  
J. C.: Competitive  
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Job Class Code: S442

\*Note: Title change from "Head Custodian."