

HEAD CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for overseeing the cleaning, maintenance, and HVAC systems of a school building. The work is performed under general supervision of a school official with leeway allowed for exercise of independent judgement in keeping buildings and facilities up to approved standards of cleanliness and operation. General supervision is exercised over the work of cleaning and custodial personnel. A Head Custodian does related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules and assigns cleaning and custodial work of subordinate personnel;
- Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures and makes recommendations for improvements of methods or new equipment;
- Supervises the operation and regulation of heating plant equipment and other electrical and mechanical equipment;
- Plans, supervises, and participates in building cleaning and minor maintenance activities;
- Checks to ensure that building is properly heated, cleaned, locked, unlocked, and in readiness for all regular activities or special events;
- Maintains and performs minor maintenance to low and high pressure steam boilers;
- Maintains inventories and prepares requisitions for equipment and supplies;
- Reports any acts of vandalism or breakage to supervisor;
- Keeps time records for maintenance and cleaning personnel;
- Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of large scale building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; good knowledge of the operation and maintenance of steam boilers and auxiliary equipment; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and to perform a variety of routine maintenance tasks; ability to understand and carry out oral and written instructions; ability to plan and supervise the work of others; ability to keep records and make reports; thoroughness; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Three years of building cleaning or maintenance experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, must possess and maintain appropriate class Motor Vehicle Operator's license.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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