

CITY OF NEWBURGH ENLARGED CITY SCHOOL DISTRICT
DATE ADOPTED: APRIL 8, 1982
DATE AMENDED: SEPTEMBER 10, 1991

HEAD CUSTODIAN

GENERAL STATEMENT OF DUTIES:

Has responsible charge of the custodial and maintenance work in a large school; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory position involving responsibility for the efficient and economical cleaning and maintenance of a large school building and related facilities. The work is performed under general supervision allowing leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Direct supervision is exercised over the work of subordinate cleaning or maintenance personnel.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Makes regular inspections of building 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; 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.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES:

Thorough knowledge of building cleaning practices, supplies and equipment; good knowledge of the operation and maintenance of a gas/oil low pressure heating system; good 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; good judgment; good physical condition.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma, AND;
- B. Four years of experience in building cleaning and maintenance work, or in any of the standard mechanical or construction trades, two years of which shall have included supervisory experience.

FOR PROMOTION: Permanent competitive class status in the Newburgh Enlarged City School District for two years as a Senior Custodian or five years as a Custodian.