

HEAD CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves supervision of maintenance and cleaning activities for a building or buildings and related systems. Duties include assigning and overseeing the work of maintenance and cleaning staff. Work is performed under general direction of higher level staff, with considerable leeway allowed for the exercise of independent judgment in keeping buildings and equipment up to approved standards of cleanliness and operation. This class is distinguished from Custodian by the level of responsibility, supervision over subordinate staff, and independent action. Direct supervision is exercised over subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns and supervises the work of custodians, cleaners and/or custodial workers, including work schedules, vacations, etc.;

Makes periodic inspections of custodial activities to ensure that work is performed according to established standards;

Oversees all aspects of cleaning and removal of trash;

Participates in custodial and maintenance work when necessary;

Opens buildings and ensures that flags are raised;

Makes minor repairs to lockers, window shades, doors, windows and hardware;

Checks HVAC system daily to ensure proper operation;

Schedules and oversees the preventive maintenance of all building equipment and systems;

Receives and handles complaints and a variety of special requests;

Assists directors, administrators or other higher level staff in building related duties;

Requisitions, receives, inventories and distributes building cleaning supplies, light bulbs, papers towels, soap, etc.;

Keeps records and makes reports of supplies used and activities performed;

Supervises and participates in the removal of snow and ice from roads and sidewalks;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of building cleaning practices, supplies and equipment; ability to plan and supervise the work of custodial employees; working knowledge of the tools, terminology and practices of one or more skilled trades; ability to understand oral and written directions; dependability; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in building cleaning or maintenance activities, one (1) year of which must have been in a supervisory capacity.