

## HEAD CUSTODIAN

**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 or a number of smaller buildings and related facilities. The work is performed under the general direction of a superior allowing wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Immediate supervision is exercised over the work of subordinate cleaning and maintenance personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Regularly inspects buildings and grounds to ensure proper cleaning and maintenance procedures are followed;

Makes recommendations regarding improved cleaning and maintenance procedures;

Makes recommendations for new equipment;

Schedules and assigns cleaning and maintenance work to subordinates;

Inspects and exercises control over maintenance work performed by outside contractors;

Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;

Maintains records of supplies;

Prepares reports regarding school activities that relate to custodial and maintenance functions;

Performs a variety of cleaning and maintenance activities;

Reports any acts of vandalism or breakage to proper authorities.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of building and cleaning practices, supplies and equipment; good knowledge of the operation and maintenance of a low pressure heating plant; working 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; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

A. Three (3) years of experience in building cleaning or maintenance work; **OR**

- B. Three (3) years of experience in any of the standard mechanical or construction trades; **OR**
- C. Any equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY  
3350 HD CUST  
Classification: Competitive  
OA

Revised: June 28, 1993