

Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 01/18/2024

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 number of smaller buildings and related facilities. The incumbent has charge of the custodial and maintenance work of school facilities and equipment. The work is performed under the general supervision of a higher-ranking employee or school officer allowing wide leeway for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of custodial, maintenance and grounds keeping employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes regular inspections of building and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment;

Performs and supervises cleaning activities;

Assigns tasks to subordinates and gives instructions in the use of building cleaning supplies;

Makes minor carpentry, plumbing, electrical and other building repairs;

Varnishes desks and chairs, and paints lavatories, fire escapes and doors;

Keeps records and makes reports of supplies used and requisitions supplies as required;

Checks fire alarm system to ensure proper operation when emergencies occur;

Refills fire extinguishers;

Checks to ensure buildings are heated, cleaned, locked, and unlocked according to policies and procedures;

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

Assists with cleaning and maintenance activities when necessary;

Reports any acts of vandalism or breakage to proper authorities;

Supervises or participates in the firing of steam boilers when necessary;

Inspects boiler system for defects and makes necessary repairs;

Supervises the cleaning of boilers and fires.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies, and equipment; good knowledge of the operation and maintenance of low pressure boilers and auxiliary equipment; working knowledge of the tools, terminology and practices of one or more skilled trades; ability to plan, layout and supervise the work of others; thoroughness; resourcefulness; dependability; good judgment; manual dexterity.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate degree in Building Management & Maintenance or a closely related field **AND** one (1) year of experience in building cleaning or maintenance work involving supervision; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** three (3) years of experience in building cleaning and maintenance work, or experience in any of the standard mechanical or construction trades; one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Four (4) years of experience in building cleaning and maintenance work, or experience in any of the standard mechanical or construction trades; one (1) year of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT: If the position requires operation of a motor vehicle, then the following special requirement applies:

Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 06/10/1971

Revised: 06/13/1983, 06/13/1887,06/16/1992, 08/06/1996, 04/03/2001, 12/13/2001, 01/18/2024