

HEAD CUSTODIAN II

DEFINITION

Under general supervision, to plan, assign, supervise, and personally perform routine cleaning and maintenance in the schools of the District; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned complete cleaning and maintenance responsibility of a large school plant where supervision is extended over several employees. Working schedules may include swing and/or night shifts with some shift rotation. Incumbents are working supervisors and personally perform many of the duties assigned to incumbents of lower custodial classes.

ESSENTIAL FUNCTIONS

- Confers with Principal and supervisors regarding care and cleaning programs at the school plant;
- Prepares work schedules and sees that work is done in accordance with instructions;
- Sees that rooms are set up for special events and meetings;
- Supervises and assists in making minor repairs and adjustments to building fixtures and equipment;
- Reports needed major repair work to the proper authorities;
- Checks the operation and operational maintenance of heating and air conditioning units;
- Conducts inspections of the school plant to insure that standards of safety and cleanliness are met;
- Gives instructions and trains inexperienced personnel;
- Requisitions custodial materials, checks and stores materials received, and controls the use of these materials;
- Receives, screens and assigns priority to requests of faculty members, and assigns custodial staff to fill such requests;
- Makes assignment of custodial staff for overtime work at special events; prepares summer work schedules and supervises school plant restoration projects;
- Keeps records and prepares reports;
- As required, participates in cleaning and maintenance activities;
- Trains custodians in plant security procedures.

QUALIFICATIONS

Knowledge of:

Modern cleaning methods and the use and care of cleaning materials and equipment;
Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.

Ability to:

Schedule and effectively supervise the work of others;
Instruct and train custodians in the proper performance of their duties;
Operate heating and ventilating equipment;
Estimate quantities and types of materials needed in the cleaning and maintenance of a large school plant;
Work cooperatively with those contacted in the course of work;
Follow verbal and written directions;
Keep records and prepare reports;
Correctly demonstrate sufficient strength, mobility and range of motion to arm lift 53 pounds and floor lift 53 pounds in a employee entrance evaluation.

Experience:

Three years of increasingly responsible experience in custodial work, including one year of experience in a supervisory capacity.

Education:

Equivalent to completion of the twelfth grade.