

HEAD CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for overseeing the cleaning, maintenance and heating operation of a large building or a number of smaller buildings and related facilities. The work is performed under general supervision of the Superintendent of Public Works or other administrator with leeway allowed for exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. This class differs from that of Senior Custodian and Custodian in that there are more administrative and supervisory responsibilities. Supervision is exercised over the work of custodial and maintenance personnel assigned to the building. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules and assigns maintenance, cleaning and custodial work of subordinate personnel;

Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures and makes recommendations for improvements of methods or new equipment;

Supervises the operation and regulation of heating and air conditioning plant equipment and other electrical and mechanical equipment;

Plans, supervises, and participates in building cleaning and minor maintenance activities;

Responds to repair work orders, insures repairs are completed and makes final inspection;

Checks to ensure that building is properly heated, cleaned, locked, unlocked and in readiness for all regular activities or special events;

Maintains inventories and prepares requisitions for equipment and supplies;

Reports any acts of vandalism or breakage to the Superintendent of Public Works.

Keeps time records for maintenance and cleaning personnel;

Prepares and maintains a variety of records and reports related to the work;

Participates in maintenance and custodial duties as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building maintenance and cleaning practices, supplies and equipment;

Good knowledge of the operation and maintenance of building heating equipment;

Ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks;

Ability to understand and carry out oral and written instructions;

Ability to plan and supervise the work of others;

Ability to prepare and maintain records and reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four (4) years of experience performing building cleaning tasks including the performance of routine maintenance tasks.

SPECIAL REQUIREMENTS: Possession of a valid New York State Department of Motor Vehicles license appropriate to the vehicles or equipment operated.