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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : ASSISTANT HEAD CUSTODIAN
Code: 62090 1OK
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Competitive

GENERAL STATEMENT OF DUTIES

Performs custodial duties and supervises a crew either on a night shift or in an assigned area of a school; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment in supervising subordinate personnel and performing semi-skilled repairs.

TYPICAL DUTIES

1. Assigns tasks to crew of cleaners and custodians and supervises their work.
2. Supervises operation of school buildings during school events.
3. Checks heating and ventilating equipment for proper working order.
4. Makes minor repairs to lockers, doors, windows, etc.
5. Requisitions, receives, and distributes building cleaning supplies.
6. Assists in the performance of routine cleaning and maintenance tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of building and cleaning practices, supplies, and equipment.
2. Knowledge of the operation and maintenance of heating systems.
3. Ability to make semi-skilled plumbing, electrical, carpentry, and mechanical repairs.
4. Ability to assign and supervise the activities of subordinates.
5. Ability to understand and follow oral and written direction.

MINIMUM QUALIFICATIONS

Training and Experience

1. Two years of satisfactory experience in building cleaning and maintenance activities;
or
2. One year of satisfactory experience as a carpenter, plumber, electrician, painter, mechanic, steam firer or other related maintenance work.

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