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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : HEAD CUSTODIAN I
Code: 620095 1OP
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Competitive

GENERAL STATEMENT OF DUTIES

Supervises all cleaning and maintenance activities in a school building, or a large public library; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of independent judgment in supervising subordinate personnel and maintaining building and equipment cleanliness standards. Employees in this class are in charge of a school building with less than 1,000 pupil population or less than 10 custodial employees, or a large public library. However, in districts with generally smaller schools, this class may be assigned to the smallest group.

TYPICAL DUTIES

- * 1. Assigns tasks to cleaners, custodians, and maintainers and supervises their work.
- * 2. Supervises building operations during school events.
- 3. Supervises the operation and maintenance of a low pressure boiler, hot air furnace, or hot water boiler heating system.
- * 4. Makes periodic inspections of maintenance activities.
- * 5. Maintains records of time and material usage and prepares progress reports of ongoing activities.
- * 6. Requisitions, receives, and distributes building cleaning supplies.
- * 7. Supervises the operation and maintenance of an air conditioning system.
- * 8. Assists with maintenance and custodial tasks, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of building cleaning practices, supplies, and equipment.
2. Considerable knowledge of the operation and maintenance of heating systems.
3. Knowledge of the tools, terminology, and practices of the skilled trades.
4. Ability to plan, supervise, and inspect the work of custodians, cleaners, and maintainers.
5. Ability to make semi-skilled plumbing, electrical, carpentry, and mechanical repairs.
6. Ability to prepare reports, either orally or in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Two years of satisfactory experience in building cleaning and maintenance activities, including one year supervising **both** custodial and maintenance personnel.

Necessary Special Requirement

Possession of an appropriate class, valid driver license, issued by the State of New York may be required.

NOTE