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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : HEAD CUSTODIAN II**  
**Code: 620100 1PA**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Supervises all the cleaning and maintenance activities in a school building; 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 a pupil population of between 1,000 and 2,000 or a custodial staff of from 10 to 20 (generally a large elementary or junior high school). However, in districts with generally smaller schools, this class may be assigned to the largest 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 on-going activities.
- \* 6. Interviews and recommends the hiring of subordinate personnel.
- \* 7. Requisitions, receives, and distributes building cleaning supplies.
- 8. Supervises the operation and maintenance of an air conditioning system.
- \* 9. 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**

Three 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's License issued by the State of New York may be required.

**NOTE:** One year of satisfactory experience as an electrician, plumber, carpenter, painter, mechanic, or steam firer may be substituted for two years of the non-supervisory building cleaning and maintenance experience outlined above.

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