

Competitive

**HEAD CUSTODIAN**  
(Adopted: May 27, 1969)  
(Revised: November 3, 2008)

**DISTINGUISHING FEATURES OF THE CLASS:** This is important supervisory work involving responsibility for the efficient and economical cleaning and maintenance of a large school building or number of smaller buildings and related facilities. The work is performed under the general direction of the Building Principal or Superintendent of Schools allowing wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Immediate supervision is exercised over the work of subordinate cleaning and maintenance personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans and implements a program for property management, maintenance and repair of all assigned facilities;  
Makes regular inspections of buildings and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvement;  
Makes regular inspections of buildings and grounds cleaning and maintenance equipment and makes recommendations for repair and/or new equipment;  
Keeps the Building Principal informed as to the status of the program at all times;  
Trains custodial and cleaning personnel;  
Schedules and assigns specific duties and work hours for custodial and cleaning personnel;  
Supervises the work of custodial and cleaning personnel;  
Procures substitutes when necessary;  
Records attendance of custodial and cleaning personnel for payroll purposes;  
Keeps accurate inventories of all equipment;  
Maintains adequate supplies and equipment;  
Inspects and otherwise exercises control over maintenance work performed by outside contractors;  
Checks to insure that buildings are heated, cleaned, locked, unlocked and in readiness for all activities;  
Keeps records and makes reports of supplies used and activities carried on;  
Reports any acts of vandalism or breakage to proper authorities;  
Other duties as delegated by the Building Principal(s) and/or the Superintendent of Schools.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of building cleaning practices, supplies and equipment; good knowledge of the operation and maintenance of a low pressure heating plant; working knowledge of the tools, terminology and practices of one or more skilled trades; ability to plan and supervise the work of others; thoroughness; resourcefulness; dependability; sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Three (3) years of experience in building cleaning and maintenance work; or
- (b) Three (3) years of experience in any of the standard mechanical or construction trades; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.