

**HEAD CUSTODIAN**  
(Albany School District)

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for the efficient and economical cleaning and minor maintenance of a large school building or number of smaller buildings and related facilities. This position differs from that of Senior Custodian in that it involves greater supervisory responsibilities over a larger staff and less active participation in the performance of routine cleaning tasks. The work is performed under the general direction of Superintendent of Buildings and Grounds allowing wide leeway for the exercise of independent judgement in keeping the building up to approved standards of cleanliness and operation. Supervision is exercised over the work of a moderately large number of subordinate custodial personnel.

**EXAMPLES OF WORK:** (Illustrative Only)

- Makes regular inspections of assigned school buildings and grounds to maintain proper cleaning procedures and makes recommendations for improvements and new equipment;
- Assigns and schedules cleaning and minor maintenance tasks to subordinate custodial employees, instructs them in proper use of equipment and tools, how to perform tasks and makes spot checks to insure proper cleaning procedures are followed;
- Checks to insure that building is heated, lighted, cleaned, locked and unlocked and in readiness for all activities;
- Supervises and may participate in the operation and minor maintenance of boilers and related heating equipment including maintaining heating levels by adjusting thermostats, cleaning oil filters, checking oil levels, checking safety valves, greasing boiler pumps and motors and keeping boiler supplied with fuel oil; reports to superior on any unusual occurrences or repair needs;
- Orders and maintains inventory of custodial supplies and cleaning products, paper goods and fuel oil;
- Oversees the receipt, distribution and storage of incoming school supplies;
- May perform minor preventative building maintenance and contacts the Superintendent of Buildings and Grounds for major or complicated repair work which is contracted out;
- Reports acts of vandalism or breakage to superiors;
- Supervises and performs a variety of groundskeeping functions limited to mowing grass, trimming shrubs, raking leaves, shoveling snow and related groundskeeping duties;
- May be responsible for the proper operation of a school swimming pool including maintaining cleanliness and proper pH, chlorine level and water temperature;
- Prepares a variety of records and reports related to the work
- Performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

- Thorough knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically;
- Good knowledge of the operation and minor maintenance of building heating equipment;
- Ability to make minor mechanical repairs and to perform a variety of routine maintenance tasks;
- Ability to understand and carry out moderately difficult oral and written directions;
- Ability to plan and supervise the work of other on a moderately written directions;
- Ability to plan and supervise the work of others on a moderately large scale;
- Ability to perform custodial and other manual tasks;
- Ability to perform heavy work;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Either:

- A) Two (2) years of fulltime paid supervisory experience in building cleaning and minor maintenance work in a medium to large size building; **OR**
- B) Four (4) years of fulltime paid experience in building cleaning and minor maintenance work in a medium to large size building; **OR**
- C) An equivalent combination of training and experience.

Revised: 1978  
9/19/84  
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