SUPERVISING CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the efficient and economical performance of custodial functions in the largest schools in the district. An employee in this position is in charge of the cleaning and building operation and maintenance which may involve working with and adjusting complex and sophisticated climate control equipment. This position differs from that of Head Custodian by virtue of the greater supervisory responsibility over the work of a larger staff involved in keeping the largest school buildings and related grounds in the district up to approved standards of cleanliness and because preventive maintenance and adjustment of sophisticated school building operation equipment is involved. Major or difficult repairs are contracted out to private agencies or vendors. The work is performed under the general direction of the Superintendent of Buildings and Grounds with wide latitude permitted for the exercise of the independent judgment in carrying out details of the work. Supervision is exercised over the work of a large number of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees and supervises the cleaning and minor maintenance activities performed by custodial personnel in the largest schools in the district;
- Supervises and participates in the operation and maintenance of a complex building climate control system with responsibility for troubleshooting, cleaning, adjusting, lubricating and minor repairs to boilers, chillers, air conditioning equipment, fluid coolers, exhaust fans, air compressors, generators, etc.;
- Confers with school principal and other officials regarding custodial services and problems;
- Supervises, schedules and assigns tasks to subordinate custodial employees, instructs them how to properly use and operate equipment and makes regular inspections to insure proper minor maintenance and cleaning procedures are followed;
- Supervises and performs minor electrical, plumbing, carpentry and mechanical repairs including replacing switches, repairing motors, vacuum cleaners, laundry equipment, locks, toilets, faucets, etc. and keeps the equipment and machinery in running condition;
- Operates, tests and adjusts emergency generator;
- Orders custodial supplies and equipment, oversees their receipt and distribution and keeps related inventory records;
- Supervises and participates in the operation, cleaning and maintenance of school swimming pools including pumps, filter systems and analyzers, tests water, adds chlorine and maintains proper water temperature and level;
- Reports major problems or difficult repairs to supervisors for maintenance or repair by private contractors;
- Supervises and participates in grounds keeping tasks limited to mowing and marking athletic fields, trimming shrubs, shoveling snow and related grounds keeping tasks;
- Checks to insure that the building is heated, cleaned, locked and unlocked and in readiness for all school activities;
- Oversees operation of the school laundry facility in washing of towels, swimsuits and sport uniforms;
- Assigns and reassigns custodial employees to various floors, units and shifts;
- Prepares records and reports concerning the operation and minor maintenance of school buildings and grounds.
- Performs related work as required.

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

- Comprehensive knowledge of modern large-scale building cleaning practices, supplies, tools and equipment;
- Through knowledge of the operation and maintenance of heating and air conditioning equipment;
- Good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades;
- Working knowledge of grounds keeping activities including layout and marking of athletic fields;
- Ability to plan and supervise the work of large number of custodial employees;
- Ability to follow moderately complex oral and written directions;
- Ability to make minor plumbing, electrical and mechanical repairs and to perform a variety of routine building maintenance tasks;
- Ability to get along with others;
- Ability to prepare detailed records and reports;
- Ability to perform heavy manual work;
- Good physical condition.
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTIONAL**

A. One year of experience as a Head Custodian or two years as a Senior Custodian with the City of Albany School District.

**OPEN COMPETITIVE**

A) Three (3) years of full-time paid supervisory experience in building cleaning and minor maintenance work in a large size building. OR  
B) Five (5) years of full-time paid experience in building cleaning and minor maintenance work in a large size building; OR  
C) An equivalent combination of training and experience.

**NOTE:**

Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.