

Head Building Custodian

Desired Qualifications:

High school diploma.

Ability to work well with fellow employees, administrators, teachers, and students.

Mechanical ability to make minor repairs.

Ability to assign work responsibilities to subordinates and to supervise their work.

To act as a liaison between the public and the school, and in so doing promote the general image of the total school system.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

Building Principal

Supervises:

Building custodial staff

Position Goal:

To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

Functions of Head Building Custodian:

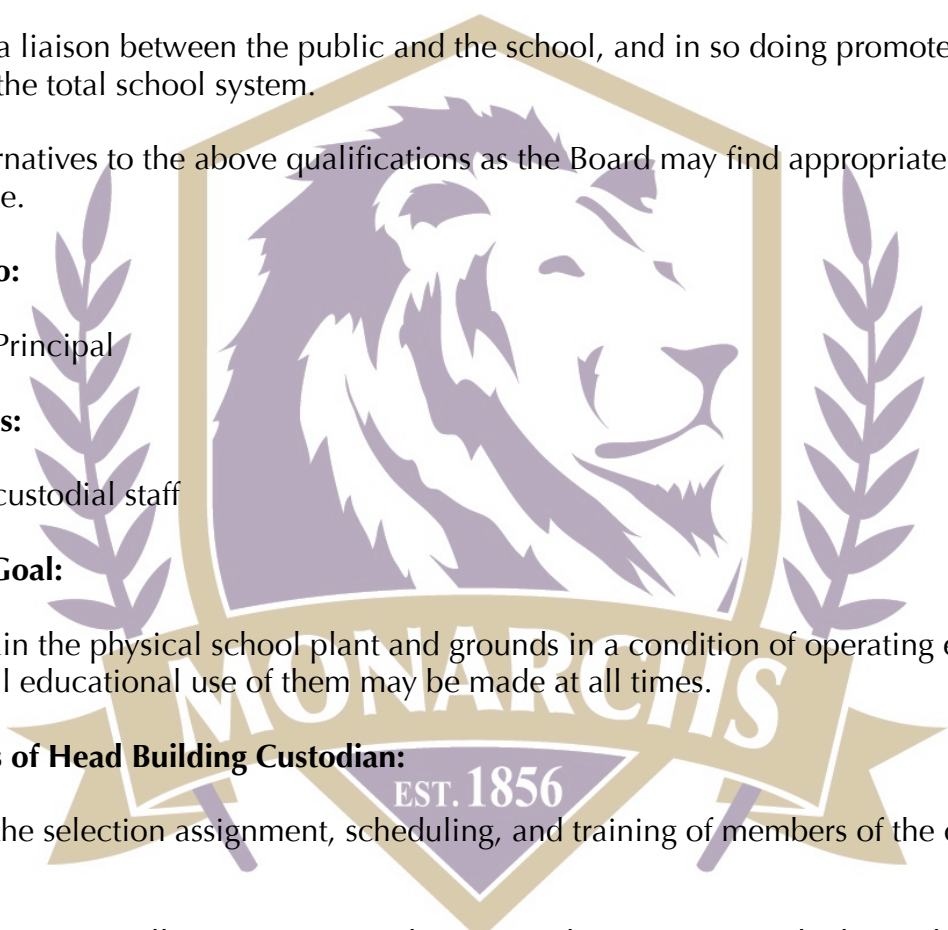
Helps in the selection assignment, scheduling, and training of members of the custodial staff.

Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.

Monitors the time records of all custodial employees in the school and certifies them for salary payments.

Maintains an inventory and recommends purchase of suitable supplies, tool, and equipment.

Evaluates the performance of the custodial staff on a regular basis.



Strives constantly to promote the safety, health, and comfort of the students and employees.

Examines school buildings on a regular basis for needed repairs and maintenance.

Establishes and recommends priorities on repair projects.

Develops a system for dealing with emergency repair problems with efficiency.

Orders materials as needed and makes recommendations of supplies and equipment for purchase.

Consults with building principals regarding the establishment of regular preventative maintenance programs.

Organizes and implements a program of preventative maintenance.

Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and experimentation as appropriate.

Reviews on a regular basis all security precautions and procedures, and recommends additions, changes, or reductions in service as appropriate.

Conducts a continuing program of staff training and personnel development.

Schedules work routines for departmental personnel.

Coordinates vacation schedules for departmental personnel.

Directs the maintenance of all buildings and grounds as to cleanliness and safety.

Supervises the firing of pressure boilers, and implements the firing operation in order to provide the necessary heat and hot water according to season, temperature, and demand.

Oversees the repair, lubrication, and cleaning of boiler equipment.

Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.

Believes in over-all building cleanliness and begins by practicing good personal cleanliness habits.

Has the ability to maintain a good working relationship with administrators, teachers, and students.

Realizes that much of the information heard in a school is confidential, or is better not repeated, and must be treated as such.

Other duties as assigned.

Terms of Employment:

Salary and benefits to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated with the provisions of the Board's policy on evaluation of support services personnel.