

DELRAN TOWNSHIP SCHOOL DISTRICT

Head Custodian

Reports to: Supervisor of Buildings and Grounds

Supervises: Building custodial support personnel

Job Goal: To maintain the physical plant in a condition of operating excellence, cleanliness and safety so that full educational capabilities are available at all times.

Experience: A minimum of 5 years K-12 experience as a school building custodian

Qualifications:

- Must possess, or agree to obtain within one year, and maintain a Black Seal Low Pressure Boiler License
- Ability to perform general boiler operating procedures to include filling the boiler, getting up pressure, maintaining water level, routine cleaning of the filters, cone and nozzle and operation of safety mechanisms.
- Ability to read and understand basic operating instructions
- Ability to write basic reports and complete work orders.
- Ability to perform routine inspections and tests on boilers and other plant components as required by district policy and/or local, state or insurance requirements.
- Ability to do the work of the position without more than normal supervision
- Ability to inspect work that is within the scope of the position
- Ability to instruct others in the performance of task
- Ability to supervise or direct
- Individuals must be physically able to perform efficiently the duties of the position. Any physical condition which would cause the employee to be a hazard to himself or to others is considered disqualifying.
- Ability to hear the conversational voice with or without a hearing aid.
- Ability to speak English and be understood under normal circumstances.
- Full use of arms, hands, legs and feet or sufficient use of arms, hands legs and feet to accomplish the job.
- Good distance vision in each eye with or without glasses.
- Ability to lift and carry items weighing up to 40 pounds for a distance of 20 feet.
- A degree of maintenance knowledge as expressed for the position, title or job description.
- Knowledge of and ability to use tools.
- Ability to follow written and oral directions.
- Ability and willingness to respond to emergency and alarm calls after normal working hours.
- Willing to work, with appropriate notice, nights, weekends and holidays as required by job requisites.
- Ability to complete routine custodial duties.
- Knowledge of and ability to implement safe work practices.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Responsibilities:

- Complete routine rounds for the areas assigned, within the frequency requirements provided.
- Know the rounds for all areas and shifts within the building, insure rounds are completed and look for ways to improve on them.
- Conduct routine tours of the physical plant, grounds and facility in accordance with established quality control programs and procedures.
- Maintain a positive public relations attitude and act as liaison between the building support staff and the building principal.
- Conduct assigned Maintenance functions, within the knowledge and skill level as determined by the Area Supervisor.
- Observe maintenance and cleaning need or requirements for the facility assigned. Take corrective action where possible or required; report all others to the Area Supervisor.
- Conduct tests and inspections that are established as an integral part of the operational program.
- Plan, oversee and assign all custodial work assignments within the scope of the resources available within the facility.
- Discuss all others with the Area Supervisor.
- Inspect work and assist crew members.
- Direct and control the priorities of the support personnel assigned to the facility and supervise the set up and support of facility activities to include the coordination of support staff coverage for said activities.
- Maintain the inventory, to include tools and equipment provided, and inventory records required for the proper delivery of the program under the direction of the Area Supervisor.
- Constantly promote the personal safety, safety procedures and safe working environment for all building occupants.
- Responsible for procedures necessary in receiving, routing and recording of materials delivered to the building
- Supervise the physical security of the building as it pertains to locking and unlocking the facility.
- Respond to emergency and security calls after hours.
- Coordinate and assist building support staff with ice and snow removal.
- Responsible for the overall physical state of the facility to include cleanliness, maintenance, security and plant operation.
- Assume responsibility in emergencies, i.e., snore fire, security, etc. until relieved by competent authority.
- Operate and perform routine preventive maintenance on boiler burners and related systems.
- All other duties as assigned by your immediate Manager and/or Superintendent.

APPROVED BY THE BOARD OF EDUCATION: February 13, 2012