



## **HEAD CUSTODIAN**

Jurisdiction Class: Competitive  
Civil Division: School Districts  
Adopted by YCCSC: 4/3/1997  
Revised by PO: 1/5/2018

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for overseeing the cleaning, maintenance, and heating operation of a school building. The work is performed under the direct supervision of a higher level supervisor with leeway allowed for exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Direct supervision is exercised over the work of all cleaning and custodial personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Schedules and assigns cleaning and custodial work of subordinate personnel;  
Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures and makes recommendations for improvements of methods or new equipment;  
May supervise the operation and maintenance of heating, cooling, gas, water and other electrical and mechanical equipment;  
Plans, supervises and participates in building cleaning and minor maintenance activities;  
Checks to ensure that building is properly heated, cleaned, locked, unlocked and in readiness for all regular activities or special events;  
Maintains inventories and prepares requisitions for equipment and supplies;  
Reports any acts of vandalism or breakage to a higher level supervisor;  
Keeps time records for maintenance and cleaning personnel;  
Prepares and maintains a variety of records and reports.  
Performs other duties as assigned.

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

Thorough knowledge of large scale building cleaning practices, supplies and equipment and ability to use them efficiently and economically;  
Ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks;  
Ability to understand and carry out oral and written instructions;  
Ability to plan and supervise the work of others;  
Ability to keep records and make reports;  
Thoroughness;  
Dependability;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Three years of building cleaning or maintenance experience.