

CUSTODIAN IV

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a difficult nature involving responsibility for overseeing day-to-day custodial activities including all aspects of cleaning, semi-skilled maintenance and efficient physical operation of a large number of buildings and grounds. General supervision is received from a Superintendent of Buildings and Grounds or equivalent central school administrator although occasional work orders may be received directly from school administrators occupying the buildings. Supervision is exercised over a large number of custodial employees on two or more work shifts through subordinate supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and supervises multiple shifts of custodial employees through subordinate custodians and personal visitations;
Inspects and evaluates custodial and grounds maintenance work;
Consults with school administrators on the effectiveness of the total custodial and maintenance program;
Provides training programs for custodial personnel;
Reviews and processes custodial supply requests;
Supervises after-hours building security operations and personnel;
Plans and schedules seasonal refurbishings;
Maintains records and makes oral and written reports;
Assists in the preparation of the custodial budget;
May act as liaison between Superintendent of Buildings and Grounds and central maintenance personnel with respect to progress of maintenance work requested by building custodians and/or administrative personnel;
May plan for and implement security measures;
May participate in the selection process of prospective employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building and grounds cleaning practices, supplies and equipment; good knowledge of the theory, practices and techniques of supervision and training; good knowledge of semi-skilled maintenance and repair practices and techniques; working knowledge of heating and air-conditioning systems; working knowledge of requisitioning, inventory and budgetary controls; ability to plan and coordinate multiple activities; ability to present oral and written reports in clear and concise language; ability to establish and maintain successful relationships with others.

MINIMUM QUALIFICATIONS: Four (4) years of large scale custodial work experience, three (3) years of which must have involved supervisory responsibilities.

PROMOTION: One (1) year of permanent competitive class status as a Custodian III.