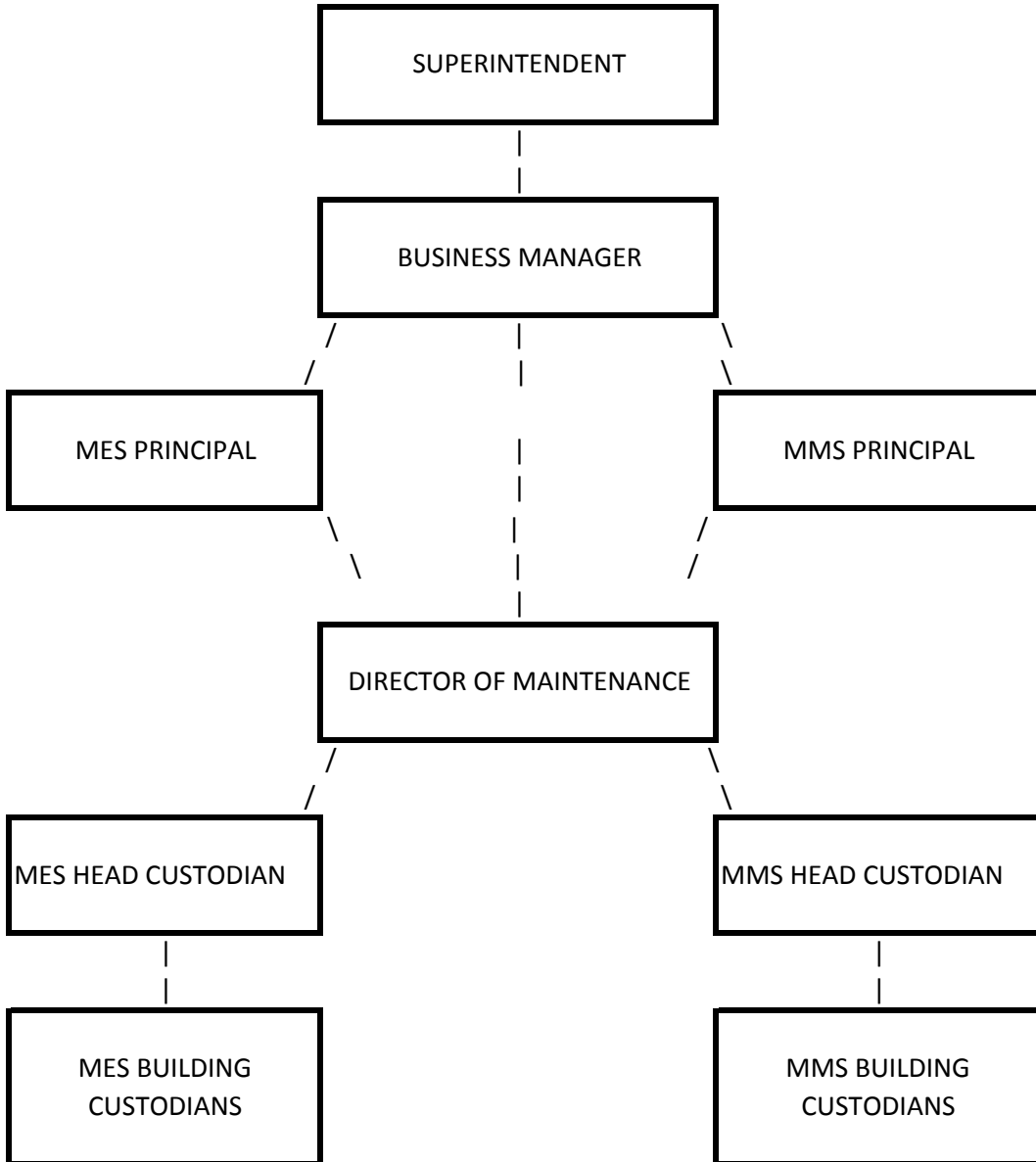


**ORGANIZATIONAL CHART  
RELATIVE TO BUILDING AND  
GROUNDS**





## **HEAD CUSTODIAN**

### **Primary Function:**

To provide a clean and safe learning environment while providing leadership for building custodial staff.  
Reports to Director of Maintenance

### **Qualifications:**

- Graduation from high school, technical school, or comparable experience
- Working knowledge of methods, tools, mechanical equipment and techniques used in custodial work
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools
- Ability to perform assigned daily duties with minimum direction
- Ability to establish and maintain effective public, student and co-worker relationships.
- Ability to lift 50 pounds and assist in lifting objects in excess of 50 pounds.
- Ability to understand and effectively carry out oral and written instructions

### **Performance Responsibilities:**

1. Maintains building and premises neat and clean at all time.
2. Shovels, plows and salts sidewalks as appropriate
3. Cleans corridors during the day daily
4. Develops a daily/weekly schedule for the building custodians
5. Assigns additional tasks for A.M. and P.M. custodians
6. Certifies time cards of building custodians
7. Arranges for substitute coverage of custodians
8. Obtains permission for overtime and/or compensatory time and maintains a log
9. Reports damage of school property immediately
10. Complies with local ordinances for storage and disposal of trash and waste
11. Performs and assigns maintenance of exterior grounds
12. Works with the Director of Maintenance to schedule staff training
13. Conduct annual evaluations for custodial staff
14. Deliver teacher shipments to classrooms on daily basis
15. Obtains quotes for purchases and repairs
16. Maintain an inventory of equipment and supplies
17. Performs other related duties as assigned by Building Principal and Business Manager
18. Performs routine maintenance
19. Assists Director of Maintenance with electrical, plumbing, carpentry, & HVAC repairs and maintenance
20. Performs other related duties as assigned.

### **Terms of Employment**

260 work days. Salary and work year established by the Board of Education.

### **Evaluation:**

Performance of this job will be evaluated by the Director of Maintenance



## **Head of Building and Grounds**

### **Primary Function:**

To provide a safe learning environment while maintaining high standards of safety, maintenance and efficiency.  
Reports to Business Manager

### **Qualifications:**

- Graduation from high school or technical school
- Working knowledge of the methods, tools, mechanical equipment and techniques used in various skilled trades
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools
- Ability to make minor repairs on mechanical equipment and to analyze and diagnose trouble and malfunctions in the more complex and sophisticated mechanical equipment
- Ability to understand and effectively carry out oral and written instructions in a timely manner.
- Ability to perform assigned duties with a minimum of direction
- Ability to establish and maintain effective public and co-worker relationships
- Ability to lift 50 pounds and assist in lifting objects in excess of 50 pounds.
- Ability to understand and effectively carry out oral and written instructions
- Ability to supervise and provide training to the Head Custodians

### **Performance Responsibilities**

1. Maintains safe conditions of integral parts of the building (i.e. flooring, doors, windows, stairs, ceiling panels and similar structural elements)
2. Maintains building systems (HVAC, Electrical and Plumbing) and reports deficiencies.
3. Performs the installation and operation of lighting and electrical equipment
4. Completes assigned work orders
5. Maintains work order log
6. Maintains schedule of all motor and other mechanical equipment for service
7. Maintains building systems repair log
8. Shovels, plows and salts sidewalks and playgrounds as appropriate
9. Reports damage of school property immediately upon being known
10. Instructs custodians and other personnel on the proper use and care of tools and power equipment
11. Obtains permission for overtime and/or compensatory time and maintains a log
12. Performs and assigns maintenance of exterior grounds
13. Ensure that door and window systems are functioning properly
14. Obtains quotes from vendors as needed
15. Assists in writing bid specifications
16. Assists Head Custodians in the development and updating of daily/weekly/monthly cleaning schedules
17. Develops routine maintenance schedules
18. Performs other related duties as assigned

### **Terms of Employment**

260 work days. Salary and work year established by the Board of Education

### **Evaluation**

Performance of this job will be evaluated by the Business Manager