

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: HEAD CUSTODIAN

TITLE #: 1334

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for supervising and performing routine building cleaning and semi-skilled maintenance tasks. Work is carried out in accordance with established procedures and involves the general supervision, care, maintenance and protection of a school building which may include the efficient performance of a variety of groundskeeping activities. Work is performed under the general supervision of a higher-level supervisor with leeway in exercising independent judgement in carrying out the details of the work. Direct supervision is exercised over the work of Custodians and/or Custodial Workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and performs a variety of daily cleaning chores such as sweeping, dusting, waxing, mopping, window washing, etc;

Supervises and makes minor repairs to furniture, equipment and buildings such as replacing broken windows, replacing light bulbs, and fuses, repairing door latches, adjusting seats and desks, etc;

Plans and schedules work assignments for regular cleaning and maintenance of buildings;

May be responsible for or assist in grounds keeping activities such as mowing lawns, cultivating trees and shrubs, collecting paper and rubbish, removing snow, etc;

May operate and perform maintenance on heating and ventilation systems;

Ensures that adequate supplies of soap, toilet paper, towels, etc. are available and placed in proper holders;

May perform a variety of miscellaneous activities consistent with the effective operation of a school building such as ensuring clocks and bells are regulated for proper time, oiling and greasing mechanical equipment, inspecting roofs, delivering packages, storing supplies, acting as night watchman, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically; good knowledge of building operations; ability to make minor plumbing, electrical, carpentry and mechanical repairs and perform a variety of routine maintenance tasks; ability to plan and supervise the work of others; ability to understand and issue oral and written directions; ability to establish good working relationships; willingness to perform custodial and other manual tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of building cleaning or maintenance experience.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 10/05/06 rk