

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

TITLE: HEAD CUSTODIAN

QUALIFICATIONS:

1. Black Seal License; high school diploma or equivalent training
2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.
3. Supervisory ability.
4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Buildings and Grounds Supervisor

SUPERVISES: All custodians under his/her authority.

JOB GOAL: To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

PERFORMANCE RESPONSIBILITIES:

Supervision of Operations and Maintenance

1. Assumes responsibility for the opening and closing of the school each day.
2. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
3. Plans and oversees all maintenance and repair work in the building.
4. Maintains an inventory and recommends purchase of supplies, tools, equipment and fuel.
5. Completes custodial reports, building condition reports and other reports as required.
6. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
7. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
8. Maintains preventative maintenance logs and other records as required.
9. Performs related duties as required for daily operation of the school.
10. During fires, emergencies, fire drills, and school security drills, coordinates with local emergency responders.

Supervision of Staff

1. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of facilities.
2. Participates in the selection, assignment, scheduling and training of the custodial staff.
3. Monitors the time records of all custodians in the school and certifies them for salary payment.

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4. Evaluates the performance of custodians in accordance with board guidelines, superintendent's instructions and contract requirements.
5. If the board adopts a dress code or uniforms for custodians in order to improve security, efficiency or morale, ensures that custodians conform to the dress code. Periodically informs the board of opportunities to improve the policy on uniforms.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: March 15, 2017

LEGAL REFERENCES:

N.J.S.A. 13:1E-99.11 Mandatory statewide source separation and recycling of through 99.39 solid waste.
N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-3 Tenure of janitorial employees
N.J.S.A. 18A:17-41 Rules and regulations governing janitorial employees
N.J.S.A. 18A:41-2 Fire and smoke doors closed
N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1 License necessary
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26 Educational facilities
 See particularly:
 N.J.A.C. 6A:26-12 Operations and maintenance of facilities
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste
N.J.S.A. 8:59-5, 6 N.J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2 Adoption by reference
N.J.S.A. 13:1F-19 School Integrated Pest Management Act

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.