

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

TITLE: NIGHT "2ND SHIFT" HEAD CUSTODIAN

QUALIFICATIONS:

1. Black Seal License; high school diploma or equivalent training.
2. Minimum of 3 years' experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation, sufficient to perform the assigned tasks and work independently. Knowledge of the methods and techniques used in facilities maintenance and repair work. Ability to understand and respond to a wide variety of institutional situations and emergencies, including fire alarms, sprinkler activation, heat, plumbing, electrical, access, transportation, refrigeration and safety problems that arise.
3. Supervisory ability and ability to maintain effective working relationships with fellow workers, teachers, administrators, parents and students. Ability to respond to emergencies on a 24/7 basis. On 24-hour call for emergencies and may be required to carry a phone. Ability to work courteously and cooperatively with any contractors working at night.
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. Must demonstrate a stable work history.
6. Ability to communicate effectively in English, both orally and in writing. Ability to give basic instructions to others. General math comprehension.
7. Ability to perform long periods of standing, climbing, bending, stooping, moving of furniture, and walking; frequent lifting of objects weighing approximately 50 pounds and a driver's license which meets reasonable Risk Management Standards (RMS), which is the district's and the insurer's evaluation as to whether the driver's driving record (types of tickets and accidents) would be acceptable or would constitute an unacceptable risk for the employer.

REPORTS TO: Building Principal/Buildings and Grounds Supervisor

SUPERVISES: All custodians or night workers 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:

Goals and Worker Activities

- A. Approximately 40%: Provide service during evening and night hours.
 1. Respond to emergencies including lock problems, core changes, fire (resetting fire alarm systems and replacing fire extinguishers and smoke detectors as needed), floods, water main breaks, sewage back-ups, etc. Use a cell phone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident.
 2. Identify maintenance problems and perform minor emergency repairs on building and equipment to include doors, locks, lighting, windows, elevators, plumbing, and heating equipment, and report uncorrectable malfunctions to the appropriate person in a timely manner to minimize damage and injury. Troubleshoot or diagnose a problem and determine root causes and corrective action.
 3. Call in and assist trade persons (plumbers, electricians, etc.) with emergency situations.
 4. Lock and unlock outside and inside building doors, following established schedules, or specific instructions for special events, registered parties, etc.

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5. Service outside entries and sidewalks, including shoveling snow, salting walks, picking up litter, emptying trash, rectifying vandalism to outdoor furniture, etc.
 6. Respond to calls for emergency clean up of spills, body fluids, broken glass, and floods, and respond to customer requests for linen, storage of luggage and other items, etc. Use a two-way radio to communicate with other shift staff as needed.
- B. Approximately 15%: Monitor equipment and systems. Follow procedures to make or request any required repairs.
1. Check and record the temperature on all food service refrigerators and freezers every night. Report deviations from, per night shift manual procedure.
 2. Check outside lighting monthly. Replace burned out lamps or report them for replacement, as required.
 3. Check exterior doors to make sure they are latching/locking properly, once per shift. Repair or report as required.
 4. Complete job orders as assigned.
 5. Prepare and distribute factual night reports to involved day shift staff. Report needed Work Orders (WO) to the Maintenance and Repair Service (MARS).
- C. Approximately 5%: Perform lead worker responsibilities.
1. Help new employees learn all of the information in the “Night Shift Manual.”
 2. Provide hands-on training relating to the “Night Shift Manual.” Note and report any areas in which the Manual needs updating.
 3. Promote good relationship skills and work habits by setting a good example.
- D. Approximately 40%: Utilize remaining work time in a constructive manner. Determine priorities to utilize extra time in a productive and efficient manner.
1. Clean areas as assigned (office, public areas, etc.)
 2. Collect recycle material and trash and get it out to the pick-up area.
 3. Assist with special cleaning projects including scrubbing floors, cleaning rooms, carpets, etc., as assigned.
 4. Make sure vehicles have gas. Check and replace fluids as required. Have them cleaned monthly.

Inspections and monitoring

1. 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 while ensuring that daily AM temperatures are satisfactory for the arrival of staff and students.
2. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
3. Plans and oversees all night maintenance and repair work in the building.
4. Works independently and uses sound judgment. Performs duties promptly and efficiently under pressure of deadlines.
5. Helps to maintain an inventory and recommends purchase of supplies, tools, equipment, and fuel.
6. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.

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Communicates, logs, monitoring and reports

1. Maintains preventative maintenance logs and other records as required.
2. Completes custodial reports, building condition reports and other reports as required.
3. Monitors the time records of any custodians working at night in the school(s) and certifies them for salary payment.
4. Performs related duties as required for daily operation of the school.

Unique requirements for night shift operations

1. Work flexible hours, primarily 3rd shift; 11:00 pm to 7:30 am, but which may encompass a rotating schedule to include weekends and holidays.
2. Communicates information and needed repairs to day shift staff for further follow-up or repair.
3. Performs related duties as required for daily operation of the school(s).

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 to 99.39 Mandatory statewide source separation and recycling of 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, -4 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.