

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/Operations

TITLE: HEAD CUSTODIAN

QUALIFICATIONS:

1. Black Seal License; high school diploma or equivalent training
2. Minimum experience in facility 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. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Building Principal/Facilities Coordinator

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 facility 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 records as required.

HEAD CUSTODIAN (continued)

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. Applies for permits before beginning work that requires permitting and inspection by a licensed code official.
9. Maintains records to allow the board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits.
10. Maintains preventative maintenance logs and other records as required.
11. Works in consultation with the school nurse in developing and executing environmental accommodations related to student health and safety and implementing specific cleaning, training, and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
12. Performs related duties as required for daily operation of the school.
13. During fires, emergencies, fire drills, and school security drills, coordinates with local emergency responders.
14. Assists in updating safety and security plans and procedures for drilling, managing and responding to school emergencies.
15. Assists the Business Administrator with preparation and implementation of the Long Range Facilities Plan.

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.
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.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

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TERMS OF EMPLOYMENT: 12 month employee, salary and work year as set by the PEA contract.

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 by: Pleasantville Board of Education

Date: August 18, 2015

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 13:1E-99.11 through 99.39	Mandatory statewide source separation and recycling of solid waste.
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-3, -4	Tenure of janitorial employees
<u>N.J.S.A.</u> 18A:17-41	Rules and regulations governing janitorial employees
<u>N.J.S.A.</u> 18A:41-2	Fire and smoke doors closed
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A.</u> 34:7-1	License necessary
<u>N.J.A.C.</u> 5:11-8.5	Licensing of operating engineers and boiler operators
<u>N.J.A.C.</u> 6A:26	Educational facilities
See particularly:	
<u>N.J.A.C.</u> 6A:26-12	Operation and maintenance of facilities
<u>N.J.A.C.</u> 6A:26A	Comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 7:26A-1.1 <u>et seq.</u>	Source separation and recycling of solid waste
<u>N.J.A.C.</u> 8:59-5, 6	N. J. Worker and Community Right to Know Act
<u>N.J.A.C.</u> 12:100-4.2	Adoption by reference
<u>N.J.A.C.</u> 13:1F-19	School Integrated Pest Management Act

Bloodborne Pathogen Standard, 29 CFR 1910.1030

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