

Head Custodian Tompkins County

Department: Various Agencies Throughout Tompkins County
Classification: Competitive
Labor Grade: TC3 grade of I
Approved: 11/18/75
Revised: 10/90; 4/18;
By: HH, Commissioner of Personnel
BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS:

Three years of experience in one or more of the following areas: Building cleaning, maintenance or repair; OR Building construction; OR A building trade (i.e., plumbing, electrical, carpentry, etc.)

Tompkins County is committed to Equity and Inclusion, we encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving responsibility for planning, directing and reviewing the work of custodial staff. A Head Custodian has responsible charge of either a complex of buildings or large building with a subordinate cleaning/custodial staff. The work is performed under general supervision of the Superintendent of Buildings and Grounds with leeway allowed for the exercise in independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Direct supervision is exercised over the work of all cleaning and custodial personnel working in the school buildings. This class differs from that of cleaner/custodian in that this position has responsibility for a larger cleaning and maintenance operation. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules and assigns cleaning and custodial work to subordinate personnel;
- Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures;
- Supervises the operation and regulation of heating, air conditioning, and ventilating systems;
- Plans, supervises and participates in building cleaning and minor maintenance activities;
- Checks to ensure that building is properly heated, cleaned, locked, unlocked and in readiness for all regular activities or special events;
- Inspects and otherwise exercises control over work performed by outside consultants;
- Requisitions needed supplies and equipment;
- Prepares preliminary budget estimates for all maintenance and cleaning activities;
- Interviews prospective new employees and recommends hiring of permanent and temporary employees;
- Operates cleaning equipment (e.g., rotary floor machines, window washer, chemical pressure sprayer, carpet shampooer);
- May take and record chemical readings;
- May fill chemical containers, repair chemical feeder, clean circulation strainer, back-wash filters, remove foreign material from air release lines and troubleshoot mechanical equipment.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of large scale building cleaning practices, supplies and equipment;
- Good knowledge of the operation and maintenance of steam boilers and auxiliary equipment;
- Ability to follow oral and written directions;
- Ability to perform computations involving fractions, decimals, addition, subtraction and multiplication;
- Ability to make plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks;
- Ability to prepare reports of activities;
- Ability to maintain records of materials and supplies;
- Ability to perform work requiring physical effort;
- Ability to use cleaning equipment efficiently and sagely;
- Ability to plan and supervise the work of others;

- Dependability;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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