

WARREN HILLS REGIONAL

TITLE: LEAD CUSTODIAN

QUALIFICATIONS:

1. Black Seal License
2. High school diploma or equivalent training.
3. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.
4. Good health, moral character & the physical ability to handle all aspects of the job requirements.
5. Ability to read, write and communicate effectively with staff, students and the community.
6. Experience with computers / software applications.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
8. Supervisory ability [or exhibited capability].
9. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials.

REPORTS TO: Building Administration/Director of Buildings & Grounds

SUPERVISES: All custodians working in his/her assigned building

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 building to proper standards.

PERFORMANCE RESPONSIBILITIES:

Supervision of Operations and Maintenance

1. Assumes responsibility for the opening and closing of the school each day.
2. Provides initial response to all building emergencies [i.e. possible break-in, vandalism, fire alarm activation, etc.].
3. Monitors and regulates heat, ventilation and air conditioning systems as set by the buildings energy management system.
4. Maintains an inventory and recommends purchase of supplies and equipment.
5. Completes custodial reports, building condition reports and other records as required. Reports all hazardous conditions to the Building Administration and the Director of Buildings & Grounds.
6. Ensures that all fire/safety and environmental laws and regulations relating to the building operation are enforced.
7. Reassigns work requests to the appropriate staff members for completion.
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.
11. Assists in updating safety and security plans and procedures for drilling, managing and responding to school emergencies.
12. Requisitions, inventories, warehouses and plans yearly usage of all custodial supplies used in the operation of the facility in accordance with state law and district policies.
13. Assists the Director of Buildings & Grounds with the preparation of the annual budget.
14. Performs other duties which may be within the scope of employment as assigned by the Superintendent or designee.

Supervision of Staff

1. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of the building.
2. Participates in the selection, assignment, scheduling and training of the custodial staff.
3. Approves all custodial requests for vacation and personal days; arranges coverage in accordance with district policy to cover all absences.
4. Works with the Director of Athletics & Student Activities/Building Administration to determine special events needs and coordinates the efforts of the special event custodians.
5. Reviews all overtime requests, the time sheets of part time personnel, substitutes and special events custodians and submits the paperwork to the board office on the scheduled days.
6. Organizes and directs any major cleaning and refurbishing operations during vacation periods.
7. Monitors the time records of all custodians in accordance with board policies.

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.

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 <i>et seq.</i>	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

N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste
N.J.A.C. 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.A.C. 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.

Adopted: March 2, 2021