

TOWN OF TRUMBULL
HEAD CUSTODIAN - HIGH SCHOOL
BOARD OF EDUCATION

CIVIL SERVICE CLASS: VIII

GENERAL STATEMENT OF DUTIES:

1. Responsible for the inspection, maintenance and physical condition of assigned school building, grounds and equipment.
2. Supervises, schedules, evaluates, trains and works with custodians in performance of all housecleaning and related duties.
3. Operates and schedules BAS (Building Automation System)
4. Coordinates, schedules staff for events, event set ups and snow removal.
5. Controls spending through inventory controls, staff scheduling,
6. Communicates with school administration on conditions and other relevant information on daily basis.
7. Responsible for the overall electronic, mechanical and structural security within assigned campus.
8. May spot-patch walls and woodwork and do minor painting.
9. Moves and sets up furniture and does simple repair work.
10. Maintains inventory of custodial supplies and equipment.
11. Ability to maintain written records and logs of maintenance work.
14. Must learn all fire, security and other related emergency procedures required for safe and proper operation of assigned building(s).
15. Works overtime and weekends as required.
16. Other duties as required in the operations of the assigned building.

SUPERVISION RECEIVED:

Directly reports to Facilities Manager or assigned supervisor.

SUPERVISION EXERCISED:

Supervises custodians of lower classification.

MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING:

1. High School graduate or equivalent.
2. Three years' experience supervising custodial and maintenance staff.
3. Valid CT driver's license.
4. Computer literate.
5. Knowledge of materials and methods used in cleaning.
6. Basic understanding of electrical, plumbing, ventilating systems, burners and heating controls, pumps, and related components of the physical plant.
7. Ability to use basic tools and mechanical equipment used in making minor building repairs.
8. Ability to follow and provide complex oral and written instructions.
9. Ability to climb extension and step ladders.
10. Ability to perform moderately heavy labor and lift at least 65 pounds.