

Pittsfield School District

**Job Description – Head Custodian**

**Title:** Head Custodian

**Purpose:** Responsible for the operation and maintenance of the Pittsfield Elementary School, the Pittsfield Middle High School, and Drake Field. In the absence of the Head Custodian at either building, the Head Custodian in attendance will assume responsibility for the operation and maintenance of both schools, as well as Drake Field. Performs all other related work as required.

**Minimum Qualifications:**

1. Education, Training, and Experience: High school graduate; five years of experience in custodial and building maintenance work; two or more years of experience in a supervisory capacity in custodial/maintenance or related field; or any equivalent combination of education and experience. Certified as Level II Custodian by New Hampshire Custodian Association required.
2. Knowledge, Ability, and Skill:
  - A. Knowledge: Thorough working knowledge of cleaning materials and methods. Strong knowledge of trades including plumbing, electrical, carpentry, painting, etc. General knowledge of lawn maintenance. Working knowledge of the operation of a heating/air conditioning system.
  - B. Ability: Ability to supervise subordinate engaged in similar duties. Ability to perform maintenance and repairs to buildings and equipment.
  - C. Skill: Basic skills in performing preventive maintenance on buildings and equipment. Computer skills.
3. Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Frequently required to communicate; majority of shift may be spent walking and/or standing. Must be able to manipulate objects, tools, or controls. Must be able to climb or balance, stoop, kneel, crouch, or crawl. Occasionally lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a building. Vision and hearing at or correctable to normal ranges.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Performs work of Custodians on an as-needed basis.
2. Conducts daily walk-through of building and grounds, inspecting for safety and maintenance needs.
3. Conducts inspections of boilers and pumps, rotating #1 and #2 pumps and boilers on a weekly basis. Monitors gauges on all systems, including underground oil tank alarm.
4. Ensures exterior exits are clear of any obstacles.
5. Takes care of needed repairs on a regular basis, such as chairs needing new glides. Works on requested work orders.
6. Checks and inspects all mechanical equipment.
7. Weed whacks and mows grass during the grass growing season. Maintains lawn equipment.
8. Shovels and uses snow blower to clear snow during winter when needed, ensuring all areas are safe. Maintains all winter equipment.
9. Maintains cleanup of cafeteria after breakfast and lunch; removes 50 – 100 pounds of garbage and trash daily.
10. Responds to emails and monitors emails and calendar daily in order to address upcoming needs.
11. Keeps all custodial equipment in repair and supplies in stock. Conducts yearly inventory of all equipment and supplies.
12. Provides input in developing the budget for building operation, supplies and equipment.
13. Interviews and reviews qualifications of applicants for custodial positions and recommends candidates.
14. Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

1. Supervision Scope: Performs routine custodial and building maintenance functions under specific instructions from supervisor and with some independent judgment required as to methods or procedures.
2. Supervision Received: Works under the general direction of the Dean of Operations.
3. Supervision Given: Supervises Custodians within the school for which he/she is responsible.

**Work Environment:**

1. Work is performed primarily indoors, however some may be outdoors, seasonally, under variable outdoor weather conditions. Work may be conducted under frequently unpleasant conditions with exposure to dust and dirt, cleaning chemical fumes, extremes of heat and cold, and outdoor weather conditions.

2. Operates vacuum cleaner, buffers, hand and power tools, and other custodial equipment; may be required to wear protective clothing and mask. On-call for emergencies.
3. Makes occasional contacts with teachers, students, co-workers, town departments, vendors, and various state agencies. Contacts involve information exchange dialogue.
4. Works varied schedule to cover for evening and weekend events. May be assigned to the day or evening shift.
5. Errors could result in damage to buildings and equipment, injury to self and others, and create some hazards to public safety.

**Terms of Employment:** As established by the Pittsfield School Board.

**Performance Evaluation:** Probationary period and annual performance evaluation as established by the Pittsfield School Board.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: November 7, 2019