

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

Business/Plant Operations

Administrative Regulations

TITLE:	HEAD CUSTODIAN
QUALIFICATIONS:	<ol style="list-style-type: none">1. Black Seal License; high school diploma or equivalent training2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.3. Supervisory ability4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
REPORTS TO:	Building Principal/Buildings and Grounds Supervisor
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 plant to the required standards.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Assumes responsibility for the opening and closing of the school each day.2. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of facilities.3. 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.4. Plans and oversees all maintenance and repair work in the building.5. Participates in the selection, assignment, scheduling and training of the custodial staff.

6. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
7. Monitors the time records of all custodians in the school and certifies them for salary payment.
8. Evaluates the performance of custodians in accordance with board policy.
9. Completes custodial reports, building condition reports and other records as required.
10. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
11. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
12. Maintains preventative maintenance logs and other records as required.
13. Performs related duties as required for daily operation of the school.

TERMS OF
EMPLOYMENT:

Salary and work year to be determined by the board of education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED BY: Board of Education

DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

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
<u>See particularly:</u>	
<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.