



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

<b>TITLE:</b>	Chief of Custodians	<b>REPORTS TO:</b>	Director of Facilities and/or Business Administrator
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<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. A valid low-pressure black seal fireman's license.</li><li>2. Five years experience in custodial services and supervision.</li></ol>
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**GENERAL DESCRIPTION:**

The Chief of Custodians shall be responsible for the maintenance, operation and physical condition of school buildings and plant equipment in the district.

He/she shall work cooperatively with the building administration to assist them in carrying out their responsibilities pertaining to the operation and maintenance of school facilities.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Assigns, supervises and directs the activities of all district custodial personnel and participate in the daily maintenance of the school facilities.
2. Will provide written evaluation of each employee at a minimum of once a year.
3. Assists in recruiting and selecting new custodial personnel.
4. Consults with principals periodically regarding the establishment and follow-up of preventive maintenance program schedules, and the planning of projects to renovation, remodeling or modification of buildings.
5. Maintains a system for dealing efficiently and effectively repair problems using either district personnel or through private contractors as situations warrant, but with the permission of the Chief of Facilities.
6. Maintains inventories and records as needed or required, monitors and enters requests into the operations software for the management of the facility.
7. Makes recommendations for the replacement and purchasing of equipment and supplies to insure proper maintenance and operation of all school plants.
8. Cooperates with building principals to provide maximum service for minimum costs.
9. Performs such other tasks and assume such other responsibilities as assigned by the Chief of Facilities and/or Business Administrator

**WORK YEAR: Twelve-month Position.**

<b>DATE APPROVED:</b>	February 19, 2013
<b>BY:</b>	Board of Education