

REGINA ARMSTRONG Superintendent of Schools ADMINISTRATION OFFICE

**RODNEY GILMORE, Ed. D.** Associate Superintendent for Human Resources HUMAN RESOURCES DEPARTMENT

JOB POSTING #7

2022 – 2023 SCHOOL YEAR VACANCY

**Competitive Civil Service Position** 

## **POSITION:**

February 2, 2023

## **HEAD CUSTODIAN I - Provisional**

(Permanent appointment contingent upon participating and attaining a reachable score in the next Civil Service exam for this title)

## **QUALIFICATIONS**:

Two years of satisfactory experience in building cleaning and maintenance activities, including one year supervising both custodial and maintenance personnel.

**Necessary Special Requirement:** Possession of an appropriate class, valid driver license, issued by the State of New York, may be required.

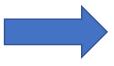
**NOTE**: Six months of satisfactory experience as an electrician, plumber, carpenter, painter, mechanic, or steam firer may be substituted for one year of the non-supervisory building cleaning and maintenance experience outlined above.

## JOB DUTIES:

- Assign tasks to cleaners, custodians, and maintainer; supervise their work
- Supervise building operations during school events
- Supervise the operation and maintenance of a low-pressure boiler, hot air furnace or hot water boiler heating system
- Make periodic inspections of maintenance activities
- Maintain records of time and material usage; prepare progress reports of ongoing activities
- Requisition, receive and distribute building cleaning supplies
- Supervise the operation and maintenance of an air conditioning system
- Assist with maintenance and custodial tasks as required

**COMPENSATION:** Contractual

**<u>CLOSING DATE</u>**: February 10, 2023



Position subject to Civil Service Approval

**APPLICATION PROCEDURES**: Candidates must apply on <u>www.olasjobs.org/longisland</u> Qualified candidates should submit a letter of interest and resume.

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