



PLEASE POST

REGINA ARMSTRONG
Superintendent of Schools
ADMINISTRATION OFFICE

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

February 2, 2023

JOB POSTING #7

2022 – 2023 SCHOOL YEAR VACANCY

Competitive Civil Service Position

POSITION: 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

CLOSING DATE: February 10, 2023



Position subject to Civil Service Approval

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

Rodney Gilmore, Ed. D.

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