

# JOB DESCRIPTION

## — PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4251 Chief Custodian

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### REVISED

**JOB TITLE:** CHIEF CUSTODIAN

**REPORTS TO:** Executive Director of Facilities, Maintenance & Custodial Services,  
Sector Supervisor and the Principal

**SUPERVISES:** Custodians

### **NATURE AND SCOPE OF JOB:**

The Chief Custodian shall oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; also shall carry out administrative tasks required to maintain and operate the plant to the required standards.

### **QUALIFICATIONS:**

The Chief Custodian shall:

1. Hold a Black Seal License (Low Pressure).
2. Commercial air conditioning experience required, refrigeration license (Blue Seal) preferred.
3. Have a high school diploma or equivalent training experience.
4. Have supervisory ability.
5. Have a minimum of three (3) years experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation.
6. Have demonstrated knowledge of fire/safety laws.
7. Hold and maintain a valid driver's license with no serious violations.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

### **EMPLOYMENT TERMS:**

The Chief Custodian shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

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#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Chief Custodian shall:

1. Help in the selection, assignment, scheduling, and training of members of the custodial staff.
2. Plan, and oversee all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
3. Monitor the time records of all custodial employees in the school and certifies them for salary payments.
4. Maintain an inventory and recommends purchase of suitable supplies, tools, and equipment.
5. Evaluate the performance of the custodial staff on a regular basis.
6. Strive constantly to promote the safety, health, and comfort of the students and employees.
7. Perform related duties as required.
8. Use computers and/or electronic equipment to fulfill job functions.
9. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
10. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
11. Participate in appropriate in-service and workshop programs and attend any required meetings.
12. Protect confidentiality of records and information gained as part of exercising professional duties, and use discretion when sharing any such information within legal confines.
13. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Assistant Superintendent for Business, and not otherwise prohibited by law or regulation.

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#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

While performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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### EVALUATION:

The Assistant Director of Facilities, Maintenance & Custodial Services and the Principal shall evaluate the Chief Custodian in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

9-3-19  
Date

Signature on file in Human Resource Services.