

THE PUBLIC SCHOOLS  
Montclair, New Jersey

JOB DESCRIPTION

**Position Title:           Head Custodian**

- Qualifications:
1. Three (3) years minimum experience in related field;
  2. Skilled in handling and demonstrating the tools of the trade;
  3. Hold a valid Black Seal Boiler Operator's license.
  4. Ability to keep necessary records in an organized and accessible manner,
  5. Demonstrated ability to select, direct and supervise a group of employees; to assign work and check on its progress and evaluate its completion,
  6. Ability to establish and maintain effective working relationships with administrators, principals, employees, parents, visitors and suppliers,
  7. Ability to follow directions and work as a member of a team;
  8. Ability to work on site both indoors and outside during the hours required;
  9. Demonstrated aptitude or competence for assigned responsibilities;
  10. Required criminal background check and proof of U.S. citizenship or legal alien status;
  11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to:           School Principal and/or Supervisor of Buildings and Grounds

Primary Function:       Supervision of all building areas including grounds and equipment, and the overseeing of other B&G staff and vendors working in the building.

Illustration of Key Duties:   1) Maintain school plant so it is a neat, clean and orderly facility; 2) maintain healthful and safe conditions, including proper heating, lighting and ventilation; 3) observe good fire prevention rules and practices; 4) provide proper care of grounds including lawns, shrubs, walks and driveways; 5) receive, check in if required, and store all school supplies under the direction of a designated person of the school staff; 6) maintain necessary records for adequate operation of school plant; 7) supervise and direct the work of the assistant head custodian, custodian/boiler operators and line custodians; 8) provide input to the Director of Buildings and Grounds and Principal on the performance of custodial/maintenance personnel; 9) Ability to work cooperatively with other members of the school staff under the direction of the school principal; 10) ability to communicate effectively and to keep necessary records; 11) ability to maintain a neat personal appearance and a friendly cooperative attitude with school personnel, students, PTA, PTSO and the general public; 12) ability to fulfill all other duties as outlined in the Operational Handbook for Custodial and Maintenance Employees; 13) ability to accept and perform additional related duties as required on occasion or in an emergency;

Additional Duties Specific to: Head Custodian Athletics (Woodman):

1. Prepare fields for events, including lining, field layout and setting up of equipment, which may include events on nights and weekends,
2. Maintain all athletic fields and properties as assigned, including properties not owned, but used by the Board,
3. Maintain locker areas of the Montclair Ice Arena when assigned,
4. Assemble, maintain and/or repair various athletic equipment including the scoreboards.

Terms of Employment:   Term of Contract: July 1 through June 30<sup>th</sup> annually, or as otherwise approved by the board; salary and benefits as approved by the board and as per the negotiated agreement between the Board of Education and the Montclair Head Education Association.

Evaluation:           Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certified staff.

ESTABLISHED:           1973

Revised:                 1984, 1986, 5/91, 10/08, 1/10.