

JOB DESCRIPTION

JOB TITLE: HEAD CUSTODIAN / BUILDING MAINTENANCE WORKER

MPS POSITIONS/(PC#): Includes the following MPS positions:

GENERAL DESCRIPTION: Working Lead for the Custodial Crew. Directs custodial personnel as necessary to perform all cleaning and minor maintenance at assigned school site. Performs regular duties as custodian as well as does spot inspections of evening activities conducted in buildings. Reports non-compliance of district building policies and regulations. Passes on directives and work schedules from Supervisors to night custodian and other custodial staff and ensures completion.

QUALIFICATIONS:

NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education. Must possess a NJ Low Pressure Boiler Operator's License (Black Seal).

REPORTS TO: Head Building Maintenance Worker

PERFORMANCE RESPONSIBILITIES:

NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

- Checks boilers and makes appropriate boiler log book entries as required.
- Checks and inspects work and progress custodial staff members at assigned school.
- Writes up custodial reports on the cleaning performance of night crew members.
- Ensures U.S. flag is displayed at the appropriate time.
- Leaves follow-up notes/ log book/ email or other approved communication for the night lead custodian each day.
- Retrieves, completes, and assigns preventive maintenance work orders from computer.
- Opens building in the morning in preparation for the arrival of staff and students.
- Turns on Lights, unlocks doors, checks the condition of the boiler to prepare building for students and staff.
- Carries and maintains Nextel radio / phone on his/her person at all times for emergency and safety reasons. Calls Supervisor to report trouble with personnel, building, alarms, injuries or other information that may be important or pertinent.
- Calls Supervisor to inform him/her, when and if a member of night crew has to leave the building for personal illness, family emergency or other valid reason.
- Re-directs night crew to ensure all areas of the school are cleaned and ready for the next day's school operations.
- Assists with and directs the set up and break down of the cafeteria, gym or auditorium as scheduled and directed for special night events.
- Observes and promotes safe work practices and procedures at all times; uses, wears and directs night crew to use safety and/or protective equipment, as appropriate.
- Reports to work during emergencies such as snow or other severe weather to secure building and prepare building for use.
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Expected to work hours outside of regular shift schedule including responding to weather, snow and other emergencies after hours.
- Reports all accidents and/or potential hazards to the Custodial Supervisor / Facilities Manager immediately, or as soon as reasonably possible.
- Complies with and supports school and district regulations
- Performs other duties as assigned by the Custodial Supervisor or Facilities Manager in accordance with district policies and practice in support of school or district operations.
- Retrieves, assigns, performs, and creates electronic work orders for repairs.
- Delivers supplies equipment and materials to classrooms and offices as requested.

- Uses appropriate personal protective equipment such as gloves, goggles, fall restraint belts, and back braces.
- Performs all duties included in the Building Maintenance Worker custodial job description.
- May be required to perform any of the duties of any workers under the MBOE BMWA contract including custodial, warehousing, grounds, or maintenance duties.

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Public Schools Association of Building Maintenance Workers in Affiliation with NJ Civil Service Association Cumberland Council 18 and/or past practices of the district.

TERMS AND CONDITIONS OF EMPLOYMENT:

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Public Schools Association of Building Maintenance Workers in Affiliation with NJ Civil Service Association Council 18.

APPROVED BY:

DATE: