

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **HEAD CUSTODIAN**

##### **Policy Reference: EL-1.2**

Under the direction and supervision of the school Principal and the Director of Maintenance, the head custodian shall be responsible for the duties of custodian, as required, as well as minor construction renovations and the general maintenance and cleaning of the school buildings, grounds, equipment and furnishings. Must be physically fit, able to work from elevated platforms and ladders, and must not be allergic to cleaning chemicals. Must be familiar with Heating, Ventilating and Air Conditioning principles and have experience in at least one of the building trades (e.g. carpentry, electrical, plumbing).

#### **RESPONSIBILITIES and DUTIES**

##### **1.0 Perform various administrative tasks**

- 1.1 Work with the Principal and the Administration to find suitable cleaning staff
- 1.2 Work within the school's maintenance budget
- 1.3 Ensure staff time sheets, and other information as requested, are completed properly and submitted to division office in a timely manner
- 1.4 Organize and supervise the work of all staff under his/her charge
- 1.5 Train cleaning staff
- 1.6 Maintain material safety data sheets and workplace labels for controlled products
- 1.7 Report to the Principal and/or the Director of Maintenance any work required to maintain the buildings, equipment of furnishings that the head custodian is unable to complete
- 1.8 Respond to building alarms i.e. fire, intruder, boiler, water, etc.
- 1.9 Distribute relevant information to those under Head Custodian supervision

##### **2.0 Order supplies and materials**

- 2.1 Requisition minor maintenance, and regular cleaning and toilet supplies
- 2.2 Receive all maintenance, cleaning, toilet and school supplies and store in their proper places
- 2.3 Keep sufficient supplies on hand

##### **3.0 Maintain safety of buildings and grounds**

- 3.1 Inspect all mechanical, electrical and plumbing on a regular basis
- 3.2 Inspect extinguishers and other fire safety equipment on a regular basis
- 3.3 Maintain the local fire alarm system and test regularly
- 3.4 Maintain the security system and check regularly including alarm systems, door and window locks, door closers, etc.

- 3.5 Report all unsafe conditions to the Principal and ensure that necessary repairs are made as soon as possible
- 3.6 Report any break-ins, thefts, or any incident that is out of the ordinary to the Principal, Director of Maintenance and the local police
  
- 4.0 **Perform maintenance work on school buildings**
  - 4.1 Plan a summer program of minor roof repairs and repair roofs on buildings, including flashings, cants, downspouts, fabrics, caps, shingles, decking, fascia, soffit, etc.
  - 4.2 Replace windows, doors, frames and damaged flooring
  - 4.3 Replace ceiling tiles and patch ceilings as required
  - 4.4 Install shelving, chalkboard, bulletin boards, etc. when required
  
- 5.0 **Maintain heating equipment**
  - 5.1 Repair/replace pumps, motors, fans, etc. (within limitations)
  - 5.2 Repair/replace heat radiators
  - 5.3 Perform general maintenance on heating equipment – e.g. compressors, air lines, thermostats, etc.
  
- 6.0 **Maintain plumbing in school(s)**
  - 6.1 Repair/replace leaking faucets, taps, etc.
  - 6.2 Repair/replace toilet bowls, wash basins, etc. that are broken
  - 6.3 Repair/replace water fountains, water lines, etc.
  - 6.4 Maintain sewer lines in proper working condition
  
- 7.0 **Cater to public use of buildings and grounds**
  - 7.1 Advise cleaning staff of any authorized use by outside organizations of classrooms, gym, etc. so that the cleaning of those areas can be scheduled
  - 7.2 Make necessary arrangements for moving of furnishings where required for organizations using facilities
  
- 8.0 **Perform other general duties**
  - 8.1 Clean and maintain tools and equipment
  - 8.2 Repair cleaning equipment
  - 8.3 Install new playground equipment
  - 8.4 Through discussion with the Director of Maintenance learn and implement ways to control costs by preventing high demand billing for electricity
  - 8.5 Through discussion with the Director of Maintenance ensure adequate ventilation of building and learn how to adjust or request adjustment of equipment for efficient use of energy by preventing over-ventilation in cold weather
  - 8.6 Perform custodian/cleaner duties as required