

A. **JOB IDENTIFICATION:**

TITLE: CUSTODIAN IN CHARGE

DEPARTMENT: PLANT & MAINTENANCE

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL & PLANT OPERATIONS SUPERVISOR

B. **JOB SUMMARY:**

Under the general supervision of the Plant Operations Supervisor, the Custodian in Charge is responsible for the uninterrupted and comfortable operation of the school plant, ensuring that standards of cleanliness, sanitation, safety and security are met. This position is responsible for the administrative tasks necessary to maintain and operate the plant to the required standards.

C. **DUTIES AND RESPONSIBILITIES:**

- Maintain the cleanliness of the building and grounds.
- Maintain the proper learning environment, including temperature, ventilation and building safety.
- Schedule all maintenance activities and make the school and its facilities available as directed by the Principal.
- Cooperate with staff and students.
- Operate the heating and ventilating systems and maintain the plumbing and lighting systems, lawns, sports field and play areas.
- Advise the Central Office of repair and maintenance action required for plant equipment. Keep the Plant Operations Supervisor informed of incidents requiring action, and follow up with the Plant Operations and Maintenance Department.
- Schedule Custodial activities as directed by the Principal and train assigned staff.
- Carry out preventative maintenance as directed, and assist trades people in maintaining the plant.
- Perform minor repairs within his or her resources.
- Prepare shift schedules and advise the Plant Operations Supervisor and Maintenance Department office when replacements or extra help are required.
- Arrange for physical requirements for school rental, dances and other activities.
- Supervise the efficient and proper use of caretaking supplies and equipment, and maintain inventory control.
- Inspect, operate and test safety and security systems. Maintain all logbooks and inspection manuals (such as electrical, fire, etc.) for the site.
- Work overtime as required to ensure that extra-curricular and school rental requirements are satisfied, and when emergency situations arise.
- Duties as assigned by the Principal and Plant Operations Supervisor.

D. QUALIFICATIONS:

- Secondary School Diploma and/or equivalent.
- Building Maintenance Mechanic Certificate and/or equivalent.
- Minimum five (5) years experience in plant operation and maintenance; cleaning methods and procedures, repairs; security; heating and ventilation.
- Knowledge of e-mail, e-works and building automation program.
- Excellent interpersonal, communication and leadership skills.

Incumbent Signature

Supervisor Signature