



## DEPEW UNION FREE SCHOOL DISTRICT

District Offices  
5201 S. Transit Road  
Depew, New York 14043-4335  
[www.depewschools.org](http://www.depewschools.org)

Jeffrey R. Rabey, Ph.D.  
Superintendent of Schools  
(716) 686-5105  
Fax (716) 686-5101

Susan B. Frey  
Assistant Superintendent  
for Curriculum, Instruction,  
and Personnel  
(716) 686-5129  
Fax (716) 686-5101

Susan Arena  
Business Administrator  
(716) 686-5110  
Fax (716) 686-5112

### CSEA JOB POSTING INTERNAL NOTICE OF VACANCY

**TITLE:** HEAD CUSTODIAN- FULL TIME

**LOCATION:** Cayuga Heights Elementary

**HOURS:** Monday – Friday – 6:30 a.m. – 3:00 p.m.

**SALARY:** As per CSEA Contract

**ANTICIPATED  
START DATE:** August 16, 2017

**QUALIFICATIONS,  
SKILLS, DUTIES:** See attached - Civil Service Title Required

**APPLICATION  
DEADLINE:** July 25, 2017- by 3:00 p.m.

INTERESTED PARTIES SHOULD SUBMIT A LETTER OF INTEREST TO:

Jeffrey R. Rabey, Ph.D., Superintendent of Schools  
DEPEW UNION FREE SCHOOL DISTRICT  
5201 S. Transit Road  
Depew, NY 14043

July 12, 2017

JOB DESCRIPTION	HEAD CUSTODIAN (SCHOOLS)
-----------------	--------------------------

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for scheduling, supervising, evaluating employees, and participating in the cleaning and maintenance activities of a large school building or buildings in a suburban school district. The work is carried out in accordance with established procedures, with leeway allowed for the exercise of independent judgment in planning work methods, scheduling work assignments and reviewing the work of subordinates. Work is performed under the general supervision of the Director of Facilities or an administrative employee of higher rank. Supervision is exercised over a number of employees engaged in various custodian and cleaning activities. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises the cleaning of classrooms and other areas in a school building, makes frequent inspections of areas to determine if work is properly done;
2. Assigns custodial and cleaning personnel as required;
3. Performs semi-skilled maintenance and repair work such as fixing or replacing broken shelving, hardware, glazing windows, and repairing window coverings; unplugging toilets, traps and sinks; replacing faucet washers, repair and adjust flush valves; replace blown fuses, switches, outlets, ballasts, light fixtures, etc.
4. Maintains grounds by cutting grass, trimming shrubbery, raking leaves, removing snow, and maintaining power equipment used in this work;
5. Operates hot water and low pressure boilers, heating and ventilating systems and performing routine maintenance on heating and hot water equipment such as replacing filters, periodically cleaning equipment and fire box to insure efficient operation, replacing or adjusting thermostats and related controls;
6. Maintains necessary records and papers for required reports relating to personnel, supplies, equipment and work performed;
7. May inspect work performed by private contractors;
8. Assists with custodial maintenance work when required;
9. Opens work areas and secures areas upon completion of work;
10. Performs a variety of cleaning, including mopping floors, stripping and finishing floors; vacuuming and shampooing carpets; collecting and disposing rubbish, and emergency cleaning when required;
11. Replenishes lavatories, cleaning, and other supplies when needed;
12. Reports damages or needed maintenance repairs requiring a higher level repair capability;
13. Sets up equipment and seating facilities for meetings, demonstrations, etc.
14. Other duties as needed, assigned by the Director of Facilities.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of building cleaning practices, supplies and equipment; thorough knowledge of the operation and maintenance of gas or oil fired low and high pressure boiler equipment; good knowledge of the tools, terminology and practices of the skilled trades; good knowledge of ground maintenance; ability to plan and supervise the work of custodial, cleaning, and maintenance personnel; ability to understand and follow oral and written instructions; ability to deal with school and civic groups in a courteous and tactful manner; dependability, thoroughness, physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

## **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or vocational school or possession of a high school equivalency diploma and three (3) years experience in commercial cleaning practices or general building maintenance, which includes experience in the carpentry, electrical, HVAC systems, and plumbing trades, one (1) year of which was in a responsible supervisory capacity; OR:
2. Seven (7) years of experience in commercial cleaning practices or general building maintenance, which includes experience in the carpentry, electrical, HVAC systems, and plumbing trades, one (1) year of which was in a responsible supervisory capacity; OR:
3. An equivalent combination of training and experience as defined by the limits of 1 and 2 above.

## **SPECIAL REQUIREMENTS:**

Possession of a valid Class 5 New York State driver's license at the time of appointment.

## **NOTE:**

Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

## **PROMOTIONAL EXAMINATION:**

Must be serving and have served continuously on a permanent or contingent permanent basis in the Competitive Class for twelve (12) months immediately preceding the date of the written test as a Senior Custodian, or twenty-four (24) months immediately preceding the date of the written test as a Custodian.