



OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

TITLE: SUPERVISING SECOND SHIFT CUSTODIAN

QUALIFICATIONS:

1. High School Graduate
2. Some knowledge of the following:
 - a. Plumbing
 - b. Carpentry
 - c. Heating/HVAC
 - d. Electrical
3. Possess a valid New Jersey Driver's License.
4. Ability to easily lift 40 pounds.
5. Have experience regarding building and ground maintenance.
6. Required criminal history background check and proof of US citizenship or legal resident alien status.
Hold qualifications as deemed necessary by the Board of Education and the statutes of the State of New Jersey.

REPORTS TO: Facilities Manager

JOB GOAL:

1. To provide leadership and supervision in maintenance/custodial and assigned areas to the night crew.
2. To provide a clean, safe and orderly educational environment.
3. To have assignments completed with pride and in a workman like manner.

PERFORMANCE RESPONSIBILITIES:

Administration

1. Complies with Board of Education and State of New Jersey policies, rules, laws, regulations and directives.
2. Implements and observes fire regulations NJSA 18A:41-2.
3. Follows directives of the Head Custodian and the Principal and requests made by the Business Administrator, Superintendent and School Administration.
4. Reviews with Head Custodian and Principal the daily progress or work requirements and the future needs of the school system.
5. Evaluates night staff within job jurisdiction.

Supervision

1. Directs night custodial/maintenance personnel.
2. Allocates personnel to scheduled, as well as emergency job assignments as necessary to meet school district needs.
3. Monitors night staff, inventory, supplies, equipment, maintenance needs and records associated with these areas.
4. Assist with coordinating the receipt and disbursement of materials and supplies.

Miscellaneous Duties

1. Assist with receiving, prioritizing and insuring completion of work requirements/requests in order to provide a safe, secure, attractive educational environment.
2. Performs all other duties allied to the maintenance of a productive educational environment as may be determined by the administration and not delineated herein.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be determined by the Board of Education.

EVALUATION: Performance of the job will be evaluated annually in accordance with the provisions of the Board's policies for personnel evaluation.

DATE APPROVED: September 29, 2008