

Elmira City
School District

Vacancy

ANTICIPATED

February 25, 2010

POSITION: Head Custodian

LOCATION: Fassett Elementary School
TEMPORARY

GENERAL DATA: This is a supervisory position involving responsibility for planning, directing and reviewing the work of custodial staff. Has leeway to exercise independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. **This is a competitive Civil Service position.** A Civil Service job description setting forth Minimum Qualifications and Duties is available upon Request at the District's Personnel office.

WORK WEEK: 40 Hours per Week

WORK YEAR: 12 Months

SALARY: \$27,040
(Stipend \$4,560)

All letters of application must be received by: **March 5, 2010**

As per CMCW contract Section 22.2: "When applicable, the position may be filled by transfer."

For additional information call: Assistant Superintendent of Administration
951 Hoffman Street
Elmira, New York 14905

Diane K. Spotts
Director, Office of
Human Resources
and Employee
Relations
951 Hoffman Street
Elmira, NY 14905
Phone (607) 735-3020
Fax (607) 735-3002

HEAD CUSTODIAN - ELMIRA SCHOOL DISTRICT

DEPARTMENT: Elmira School District
CLASSIFICATION: Competitive
LABOR GRADE:
APPROVED:
ADOPTED: 10/02/95
REVISED: 05/05/97
BY: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for planning, directing and reviewing the work of custodial staff. A Head Custodian has responsible charge of either a complex of buildings or a large building with a subordinate custodial staff. The work is performed under general supervision of building principals, Supervisor of Buildings and Grounds, and Head Building Maintenance Mechanic with leeway allowed for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Direct supervision is exercised over the work of all cleaning and custodial personnel working in the school buildings. This class differs from that of Custodian in that this position has responsibility for a larger cleaning and maintenance operation. Does related work as required to facilitate the total educational/activity program.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

Plans, supervises and participates in building cleaning and minor maintenance activities;
Schedules and assigns cleaning and custodial work to subordinate personnel;
Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures;
Supervises the operation and regulation of heating, air conditioning and ventilating systems;
Checks to ensure that building is properly heated, cleaned, locked, unlocked, and in readiness for all regular activities or special events;
Maintains inventories and prepares requisitions for equipment and supplies;
Receives and handles complaints and a variety of special work requests from principals and teachers as well as the general public;
May be required to perform a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;
Keeps time records for maintenance and cleaning personnel;
Supervises and participates in the removal of snow and ice.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of large scale building cleaning practices, supplies and equipment and ability to use them efficiently and economically; good knowledge of the operation and maintenance of steam boilers and auxiliary equipment; ability to make minor masonry, plumbing, electrical, carpentry and HVAC repairs and to perform a variety of routine maintenance tasks; ability to understand and carry out oral and written instructions; ability to plan and supervise the work of others; exhibits good interpersonal skills and working relations with staff, students, supervisor, contractors and general public; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of experience in one or more of the following areas: building cleaning, maintenance or repair, building construction or in a building trade; i.e., plumbing, electrical, carpentry; one year of which shall have been in a supervisory capacity.

Dear Applicant:

The Elmira City School District is pleased to acknowledge your interest in our District. Before you may be considered for employment, your application file must be complete. A complete file includes the following:

1. Completed Civil Service Application
2. Letter of interest and an updated resume
3. Three written and signed current letters of reference, not more than three years old. The references may include one personal reference but at least two professional references must be submitted.
4. Copy of your high school diploma/transcripts or GED
5. If you are applying for a position that requires a professional license, first aide and CPR, these must be provided at the time of application.

When all of these pieces of information are on file in the Personnel Office, your application will be considered complete. Application materials are kept in our active file for a period of one year.

If you have any questions or concerns, please contact the Personnel Office at (607) 735-3020. Thank you for your interest in the Elmira City School District.

Sincerely yours,

Diane K. Spotts
Director of Human Resources
& Employee Relations

DKS/ljd

FINGERPRINTING FEE NOTICE

To the Perspective Employee:

New York State requires fingerprinting of all school district employees. The cost is \$94.25. It is the responsibility of the employee to pay this fee. The fee must be paid in full at time of hire using ONLY a Visa, MasterCard or Debit card. Prepaid credit cards may be purchased at many local grocery and pharmacy stores. Please make sure to activate your card prior to your appointment.

If you have any questions, contact our Human Resources Office at 607-735-3020.