

## TRENTON BOARD OF EDUCATION

### JOB DESCRIPTION

#### CUSTODIAN ENGINEER II

**QUALIFICATIONS:**

1. High School Diploma or G.E.D.
2. New Jersey State Department of Labor approved Fireman's License.
3. Three (3) years of experience in cleaning and maintaining public buildings.
4. Knowledge of equipment and machinery in heating plant.
5. Knowledge of maintenance of machinery.
6. Knowledge of safety devices and measures used in steam heating boiler operations, including proper water levels, draft regulations, and cleaning materials.
7. Knowledge of proper storing, safeguarding, and usage of equipment, materials, and supplies.

**REPORTS TO:****JOB GOAL****SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Directs the custodial operation at the school, including cleaning, maintenance, and repairs.
2. Plans and directs the activities of the custodial staff at the school, in compliance with appropriate policies and procedures.
3. Oversees all custodial staff and blue seal engineer/firemen engaged in cleaning and maintaining the school, grounds and equipment.
4. Makes periodic inspections to determine the efficiency of subordinates, and makes recommendations for improved efficiency.
5. Assigns and instructs custodial staff engaged in cleaning offices and corridors.
6. Controls the use and proper storage of supplies to prevent needless waste.
7. Maintains a contact list for all custodial staff at the school.
8. Supervises staff engaged in the cleaning, and maintaining of school property and grounds.
9. Secures equipment, materials and supplies to provide a safeguard from fire, theft, and damage.
10. Prepares any necessary reports and recommendations regarding the school equipment, materials, and/or supplies needed.
11. Performs other duties related to the custodial operations at the school, as necessary.

**TERM OF  
EMPLOYMENT:**

Twelve (12) months position

**BARGAINING UNIT:**

CUS

**SALARY:**

In accordance with Custodian contract.

**STATUS:**

Hourly\_\_\_

Salaries\_\_\_

Exempt\_\_\_

Non-Exempt\_\_\_

**EVALUATION:**

Performance of the position will be in accordance  
with the Board's policies and procedures on evaluation.

**BOARD APPROVAL: \_\_\_\_\_**

**Board Approved  
7/1/1992**

**Board Approved  
October 26, 2015**