

## **HAMILTON TOWNSHIP SCHOOL DISTRICT**

Business Operations

**POSITION CODE: 9000  
NONCERTIFIED**

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**TITLE: SUPERVISOR OF CUSTODIANS**

**QUALIFICATIONS:**

1. Black Seal License
2. High school diploma
3. Minimum experience of three years working in a school district or in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.
4. Must have or be willing to obtain an Integrated Pest Management certificate
5. Supervisory ability
6. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Supervisor of Facilities

**SUPERVISES:** All custodial staff

**JOB GOAL:**

To oversee the custodial operations of the school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

**PERFORMANCE RESPONSIBILITIES:**

1. Required to work evening hours and some weekends.
2. Assumes responsibility for the opening and closing of the school buildings each day.
3. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of facilities.
4. Conducts routine / regular inspections of the buildings to ensure consistent supervision of staff and appropriate cleaning of the buildings.
5. Participates in the selection, assignment, scheduling and training of the custodial staff.
6. Monitors the time records of all custodians in the school and certifies them for salary payment.
7. Evaluates the performance of custodians in accordance with board guidelines, superintendent's instructions and contract requirements.
8. Maintains an inventory and recommends purchase of supplies, tools, and equipment.
9. Completes custodial reports, building condition reports and other records as required.
10. Reports any necessary repairs to the maintenance department.
11. Establishes and supervises summer cleaning programs and schedules.

## HAMILTON TOWNSHIP SCHOOL DISTRICT

### SUPERVISOR OF CUSTODIANS (continued)

12. Actively participates in preparation and distribution of environmental and pool services.
13. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
14. Works in consultation with the school nurse in developing and executing environmental accommodations related to student health and safety and implementing specific cleaning, training, and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
15. In the absence of the Supervisor of Facilities, the Supervisor of Custodians has supervisory responsibility over the maintenance department.
16. Assists the Supervisor of Facilities with preparing the budget for the custodial department.
17. Performs related duties as required for daily operation of the school.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

#### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

**Approved by: Board of Education**

**Date: 8-28-28**

**Revised:**

#### **LEGAL REFERENCES:**

<u>N.J.S.A. 13:1E-99.11</u> through 99.39	Solid waste management
<u>N.J.S.A. 13:1F-19</u>	School Integrated Pest Management Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-3, -4</u>	Tenure of janitorial employees
<u>N.J.S.A. 18A:17-41</u>	Rules and regulations governing janitorial employees
<u>N.J.S.A. 18A:41-2</u>	Fire and smoke doors closed
<u>N.J.S.A. 34:5A-1 et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A. 34:7-1</u>	License necessary
<u>N.J.A.C. 6A:26</u>	Educational facilities
See particularly: <u>N.J.A.C. 6A:26-12.1</u>	Facilities maintenance requirements
<u>N.J.A.C. 6A:26-20.1 et seq.</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 7:26A-1.1 et seq.</u>	Recycling rules
<u>N.J.A.C. 8:59-1 et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C. 12:90-8.1 et seq.</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

## **HAMILTON TOWNSHIP SCHOOL DISTRICT**

### **SUPERVISOR OF CUSTODIANS** (continued)

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.