



**JOB POSTING #254 Repost**  
**PLEASE POST**

**The City School District of Albany**  
**An Equal Employment/Affirmative Action Employer**  
**APSUE Employment Opportunity**

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**Date of Posting:** January 2, 2024

**Position(s):** Head Custodian  
Monday – Friday

**Location(s):** Stephen and Harriet Myers Middle School

**Requirements:** *This is an Open Competitive or Promotional Civil Service position for external **and** internal candidates\*.*

Appropriate examination for this title is required for permanent appointment. For additional information and to apply for current Civil Service exams visit: <https://jobs.albanyny.gov/exams>

**Salary:** \$52,576.39

**Deadline for Applying:** Continuous until filled

**General Statement:**

This is a supervisory position involving responsibility for the efficient and economical cleaning and minor maintenance of a large school building or number of smaller buildings and related facilities. This position differs from that of Senior Custodian in that it involves greater supervisory responsibilities over a larger staff and less active participation in the performance of routine cleaning tasks. The work is performed under the general direction of the Director of Facilities and/or Assistant Director of Facilities allowing wide leeway for the exercise of independent judgement in keeping the building up to approved standards of cleanliness and operation. Supervision is exercised over the work of a moderately large number of subordinate custodial personnel.

**Minimum Qualifications:**

- A. Two (2) years of fulltime paid supervisory experience in building cleaning and minor maintenance work in a medium to large size building; OR
- B. Four (4) years of fulltime paid experience in building cleaning and minor maintenance work in a medium to large size building; OR
- C. An equivalent combination of training and experience.

## **Responsibilities:**

- Makes regular inspections of assigned school buildings and grounds to maintain proper cleaning procedures and makes recommendations for improvements and new equipment;
- Assigns and schedules cleaning and minor maintenance tasks to subordinate custodial employees, instructs them in proper use of equipment and tools, how to perform tasks and makes spot checks to insure proper cleaning procedures are followed;
- Checks to insure that building is heated, lighted, cleaned, locked and unlocked and in readiness for all activities;
- Supervises and may participate in the operation and minor maintenance of boilers and related heating equipment including maintaining heating levels by adjusting thermostats, cleaning oil filters, checking oil levels, checking safety valves, greasing boiler pumps and motors and keeping boiler supplied with fuel oil; reports to superior on any unusual occurrences or repair needs;
- Orders and maintains inventory of custodial supplies and cleaning products, paper goods and fuel oil;
- Oversees the receipt, distribution and storage of incoming school supplies;
- May perform minor preventative building maintenance and contacts the Director of Facilities and/or Assistant Director of Facilities for major or complicated repair work which is contracted out;
- Reports acts of vandalism or breakage to superiors;
- Supervises and performs a variety of grounds keeping functions limited to mowing grass, trimming shrubs, raking leaves, shoveling snow and related grounds keeping duties;
- May be responsible for the proper operation of a school swimming pool including maintaining cleanliness and proper pH, chlorine level and water temperature;
- Prepares a variety of records and reports related to the work
- Performs related work as required.

*\*Promotional opportunity for current APSUE Members in the following title(s): Custodian and Senior Custodian*

## **How to Apply**

**E-mail:** [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

**Post:** City School District of Albany  
Office of Human Resources  
1 Academy Park  
Albany, NY 12207

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