

Job Category: 3566
Excepted Qual. Standard: 083
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Director, BIE

**HEAD JANITOR
CE/CY-3566**

CATEGORICAL PAY LEVEL:

Minimum Pay Level: 02
Maximum Pay Level: 02

DESCRIPTION OF WORK:

This job category covers positions that are responsible for the planning, work direction, and administration of a full range of janitorial services support on a substantially full-time and continuing basis to an organization in accordance with policies and procedures. These positions exercise technical and supervisory responsibilities for the work of five or more janitors. Head janitors are accountable to management for quantity and quality of the work done, and assuring efficient and economical janitorial support operations. They assign, direct and review the work of subordinates, inspect their work on a daily basis and evaluate their work performance on formal basis; plan, schedule, administer, and coordinate work operations; solve problems related to the work supervised; determine material, equipment and tools needed; explain and gain the support of subordinates for management policies and goals; assure safety and typical housekeeping practices are observed; work to support federal wide programs and policies like equal employment opportunities, labor management relations, etc.; and deal with employees and union representatives on employee problems and issues. In addition to supervisory responsibilities, the incumbent may be required to be working supervisor in smaller operations, which requires performance of the duties of school janitor. Some positions may be required to operate a motor vehicle to transport employees, equipment and supplies to and from work sites.

LEVEL OF RESPONSIBILITY:

Head Janitor is responsible for planning, supervising, and administering a janitorial support functions to an organization with a staff of five or more janitors.

POSITION TITLE:

Official title is Head Janitor.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

High school or GED diploma and three years related experience.

CONDITIONS OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. The work requires extensive driving in the school compound and/or work sites throughout the geographic area of the Education Line Office or central Facility Management Office. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

An annual physical examination is required. Incumbents may be required to wear personal protective equipment for special projects or as necessary basis.

(Note: Conditions of employment should be stated in the position description for these positions and identified as such.)

PHYSICAL REQUIREMENTS:

Head Janitor must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, and amputation of arm, hand, leg or foot will not disqualify and applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability.

Occasionally, incumbents may be required to travel for training purpose or attendance at meetings from the duty station.