



DeRuyter Central School

Home of the Rockets

711 Railroad Street, DeRuyter, NY 13052
Phone: 315-852-3400 Fax: 315-852-9600

Neal A. Capone, Ed.D.

Superintendent of Schools

Jenny Valente
Director of Special Education
PK-5 Principal

Stephen Rafferty
6-12 Principal

Amanda Graham-Quirk
School Business Executive

****Job Posting****

ANTICIPATED VACANCY

Head Custodian

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervising position involving the responsibility for the efficient and economical cleaning, grounds keeping and maintenance activities of a large school building or a number of smaller buildings. Work is performed under the general direction of the Business Executive with wide leeway for the use of independent judgment. Immediate supervision is exercised over cleaners, custodians, maintenance and grounds keeping personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes regular inspection of buildings and grounds to maintain proper cleaning maintenance and safety procedures and make recommendations for improvements or new equipment;
Plans, assigns, supervises and instructs the work of subordinate personnel;
Performs the more difficult maintenance and repair work on machinery and equipment;
Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;
Prepares and maintains records of activities, inventory, purchase order and supplies and makes reports as required;
Participates in the selection process of prospective employees;
Participates in cleaning, grounds keeping and building maintenance activities when necessary;
Reports any acts of vandalism or damage to the proper authorities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of cleaning and building maintenance methods, supplies and equipment;
Good knowledge of the operation and maintenance of heating and ventilating equipment;
Good knowledge of the basic principles involved in making semi-skilled plumbing, electrical, painting, plastering, carpentry and mechanical repairs;
Ability to prepare and maintain written records and reports;
Ability to follow written and oral instructions;
Ability to plan and supervise buildings and grounds maintenance personnel and activities;
Mechanical aptitude and Dependability

MINIMUM QUALIFICATIONS:

Three (3) years of full-time paid experience in general buildings and grounds maintenance and/or cleaning activities.

NOTE:

Experience in any of the standard building construction trades may be substituted for the above experience on a year for year basis.

Send Application Packet to: DeRuyter Central School, Attn: Juanita Hayes, 711 Railroad St., DeRuyter, NY 13052, please include, Civil Service Application, DeRuyter Central School Application (found at www.deruytercentral.org), Resume, Cover Letter, 3 References.

52 Week Provisional Position
Salary Range \$55,000 - \$70,000 DOQ
Deadline: 5/10/2024

DeRuyter Central School = District Committed to Success

Board of Education: Dean Hathaway, President; Daniel Degear, Vice President; Members – Melanie Ackley, Lisa Benedict, Jodi Wiesing