

**TRENTON BOARD OF EDUCATION**  
**Human Resources DEPARTMENT**  
**108 North Clinton Avenue**  
**Trenton, New Jersey 08609**

**October 20, 2011**

**POSTING OF VACANCY**

**POSITION: CUSTODIAN ENGINEER GRADE II**

**LOCATION: Hedgepeth/Williams School**

**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.

**DUTIES:**

1. Directs the custodial operation, including cleaning, maintenance, and repairs.
2. Plans and directs the activities of the custodial staff, in compliance with appropriate policies and procedures.
3. Oversees all custodial staff and blue seal engineer/firemen engaged in cleaning and maintaining 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.
8. Supervises staff engaged in the cleaning, and maintaining of 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 as necessary.

**TERMS OF  
EMPLOYMENT:**

Twelve (12) month position.

**SALARY:**

In accordance with Custodian contract.

**DEADLINE  
FOR APPLYING:**

October 30, 2011

**HOW TO APPLY:**

To be considered for interview the following is required:

Completed online application to include:

- Internet Application at [www.trenton.k12.nj.us/hr](http://www.trenton.k12.nj.us/hr) application will be accepted)
- Current resume
- Copy of license
- Three letters of reference

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**