

JOB DESCRIPTION - HEAD CUSTODIAN

5008.3

JOB GOAL: Under the direction of the District Administrator, the Head Custodian is responsible for all custodial and maintenance work in the school plant and grounds. This work includes but is not limited to machinery, furniture, playground equipment, and all mechanical systems. The Head Custodian supervises the custodial staff of the school and performs related work as required.

QUALIFICATIONS: (In order to be considered for the position of Head Custodian, an individual must meet the following qualifications.)

- * Considerable knowledge of custodial, maintenance and repair of plant and related distribution systems.
- * Considerable knowledge of the materials, equipment, and methods commonly employed in general cleaning and maintenance work.
- * Considerable knowledge of building codes and safety precautions used in plant operations and maintenance.
- * Knowledge of the operation and care of vacuum cleaners, scrubbing machines, and other custodial and maintenance equipment.
- * Ability to make minor repairs on mechanical equipment and to analyze, diagnose trouble and malfunctions in the more complex and sophisticated mechanical equipment.
- * Ability to operate various types of power and hand machinery and tools.
- * Ability to plan, assign, and supervise the work of subordinates and to train and instruct employees in cleaning, heating, and maintenance operations.
- * Ability to understand and effectively carry out oral and written instructions.
- * Ability to work with people of varying temperaments.
- * Ability to establish and maintain effective public and co-worker relationships.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before custodial staff and with vendors or other workers involved with buildings/grounds.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TRAINING AND EXPERIENCE:

- * Graduation from high school, technical school, or GED.

REPORTS TO: District Administrator

PERFORMANCE RESPONSIBILITIES:

- * Plans, assigns tasks and develops a schedule for the custodial crew (mopping and scrubbing floors; waxing and polishing floors and furniture; sweeping and cleaning walks, entrances and driveways; making minor repairs on furniture and equipment).
- * Plans and coordinates the maintenance and repair of the school plant, grounds, and mechanical equipment.
- * Inspects all work including contract work to insure proper standards of workmanship, materials, and equipment.
- * Oversees arrangements of furniture and rooms for conferences, dinners, and all meetings held in the building.
- * Requisitions custodial supplies/equipment and maintains control on the use of supplies and equipment.
- * Maintains inventory of custodial/maintenance supplies and equipment.
- * Trains and instructs employees in proper custodial/maintenance operations and the proper use of required equipment.
- * Supervises the custodial staff in the performance of custodial and minor maintenance work.
- * Performs ongoing maintenance and repair of equipment, systems, building structure, and hardware.
- * Maintains building and grounds security.
- * Performs all duties similar to general custodian and other duties as assigned by the District Administrator.

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SCHEDULE: Each year a "school year" and "summer schedule" will be developed that best meets the needs of the District.

Adopted: 9-21-83
Revised: 4-23-97
Revised: 2-18-04