

## **LEAD CUSTODIAN**

### **Purpose Statement**

The job of Lead Custodian was established for the purpose/s of maintaining attractive, sanitary and safe facilities for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; coordinating the building and grounds maintenance needs with central maintenance personnel; and overseeing and supporting assigned personnel in the performance of their job functions.

This job reports to Supervisor Custodian - HS or Supervisor Custodian - ML, and/or Principal

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### **Essential Functions**

- Arranges equipment and furnishings (e.g. desks, tables, bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Assembles furniture and equipment for the purpose of providing materials in useable form.
- Assists in snow removal for the purpose of maintaining a safe environment.
- Assists in training assigned employees for the purpose of ensuring that the department objectives are achieved.
- Cleans assigned facilities (e.g. offices, restrooms, corridors, carpets, windows, walls, board room, conference rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Coordinates activities (e.g. cleaning programs, special custodial work, furniture/equipment set ups, etc.) for the purpose of delivering services in conformance with established guidelines.
- Inspects school or district facilities (e.g. buildings, grounds, playground equipment, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying/reporting necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains manual and electronic documents, files and records (e.g. inspection records, time sheets, work orders, supplies, chemical storage, crisis management data, key controls, etc.) for the purpose of ensuring an up to date reference and audit trail.
- Maintains supplies, equipment and vehicles as assigned (e.g. cleaning solutions and supplies, making minor adjustments on vehicles, cleaning interior/exterior, checking fluids, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Opens and/or secures facilities (e.g. opening gates, building access doors, disarming security systems, raising flag, minor repairs, lock doors, turn off lights, take down flags, etc.) for the purpose of ensuring facilities are operational and safe for occupancy and/or minimizing property damage, equipment loss and potential liability to the district.
- Oversees assigned personnel for the purpose of ensuring department functions are performed efficiently and in conformance with required safety and regulatory standards.
- Performs routine grounds keeping duties (e.g. picking up paper and other refuse and debris on grounds, sweeping walks and entrances, watering and clearing grass around sprinkler heads, performing minor pruning, etc.) for the purpose of maintaining grounds in a safe and attractive condition.
- Performs routine preventative maintenance tasks on heating, electrical, air conditioning and water equipment (e.g. resetting controls, changing filters, etc.) for the purpose of ensuring equipment is in proper working condition.
- Prepares written materials (e.g. work orders, requisitions, evaluations, personnel records, inspection records, snow removal records, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Procures supplies and equipment for the purpose of ensuring availability of items required to properly maintain facilities.

- Repairs fixtures and equipment as maybe required (e.g. faucets, toilets, replace lights, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Reviews the work of assigned employees for the purpose of ensuring compliance with applicable standards and specifications.
- Submits budget requests for the purpose of providing financial guidance and recommendations to Superintendent and/or Board.
- Transports various items to schools or other sites as assigned for the purpose of providing materials at job site and/or school site as may be required.

### **Other Functions**

- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; health standards and hazards; and principles of lead supervision and training.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Certified Pool Operator's License (depending on assignment)  
CPR/AED First Aide Certificate within 30 days of hire  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/1/2011

**Salary Grade**

Classified 52

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_