

District Custodial Foreman

Purpose Statement

The job of District Custodial Foreman is done for the purpose/s of maintaining attractive, sanitary and safe facilities for students, staff and the public; providing and repairing custodial equipment ; minimizing property damage, loss and liability exposure; ensuring that district custodians are performing their duties in a safe and efficient manner; supporting district custodians in the performance of their assignments; providing training for custodians; purchasing custodial equipment and supplies; and keeping MSDS paperwork current in each building.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Operations Coordinator

Essential Functions

- Collaborates with building administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities to ensure that district objectives are achieved.
- Coordinates district maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently and providing input to the maintenance supervisor.
- Coordinates health and safety training and inservice to new, substitute and permanent employees for the purpose of promoting safety and ensuring compliance with established regulations.
- Coordinates testing of new products for the purpose of evaluating the feasibility of introducing new products into the custodial operations.
- Delivers a variety of items (e.g. supplies, equipment, furniture, etc.) for the purpose of distributing materials to the appropriate school building.
- Distributes supplies and equipment for the purpose of disseminating materials to appropriate school buildings.
- Informs custodians and other site personnel for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
- Maintains current MSDS sheets in each school district building for the purpose of ensuring that all chemicals and compounds used in a building have an MSDS sheet in case of an emergency.
- Maintains tools and equipment (e.g. scrubbers, burnishers, vacuums, etc.) for the purpose of ensuring the availability and safe operating condition of items required to properly maintain facilities.
- Orders equipment, supplies and materials for the purpose of maintaining availability of required items for completing jobs efficiently.
- Performs building evaluations for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Prepares a variety of reports (e.g. requisitions, safety inspections, work orders, inventory records, etc.) for the purpose of providing information required to maintain the facility.
- Provides and attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving and conveying information on new and/or improved procedures.

- Responds to emergency situations during and after standard work hours for the purpose of resolving immediate safety concerns.
- Shares the responsibility in providing direction to assigned personnel for the purpose of maximizing the efficiency of the work force.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

Other Functions

- 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 multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in custodial work; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; and methods of industrial cleaning.

ABILITY is required to schedule a number of activities, meetings, and/or events; often 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 processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; working as part of a team; working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of 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 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License

Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background

Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

9