

Head Adult Sweeper

Purpose Statement

The job of Head Adult Sweeper is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

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

This job reports to the Head Custodian

Essential Functions

- Arranges furniture and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Assists in securing facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.
- 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.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, desks, lunchroom, locker rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Performs various custodial functions, as may be required, for the purpose of assisting in maintaining facility in a safe, attractive environment.
- Removes snow for the purpose of ensuring parking lots and sidewalks are safe for vehicles and people.
- Reports incidents of vandalism, damages and/or issues needing action for the purpose of seeking prompt corrective action.
- Secures facilities and grounds (e.g. lock doors, turn off lights, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.
- Supervises adult sweepers and student sweepers for the purpose of maximizing the efficiency of the work force and evaluating their performance.

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 single tasks with a need to occasionally 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; and operating equipment used in custodial work.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and

understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; and setting priorities. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. .

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, 60% walking, and 30% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

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