

Head Custodian - Non School Buildings

Purpose Statement

The job of Head Custodian - Non School Buildings is done for the purpose/s of maintaining an attractive, sanitary and safe facility staff and the public; providing equipment and furniture for meetings, and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and overseeing and supporting assigned custodians in the performance of their assignments.

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

This job reports to the Building Administrator

Essential Functions

- Arranges furnishings and equipment (e.g. meetings, luncheon, removing furniture, etc.) for the purpose of providing adequate preparations for meetings, and special events.
- 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.
- Cleans assigned facilities and/or grounds (e.g. restrooms, conference rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Collaborates with building administrative personnel and/or District Custodial Foreman for the purpose of coordinating the planning, prioritizing and scheduling custodial activities to ensure that building objectives are achieved.
- Coordinates a variety of activities (e.g. facility maintenance, custodial and grounds personnel, routine and emergency shift schedules, health/safety training's, meetings/scheduled events, distribution of supplies and/or equipment, etc.) for the purpose of providing direction to ensure appropriate actions are taken to accomplish building/district tasks, while providing adequate staffing to maximize the efficient and effective functioning of the work unit.
- Delivers a variety of items (e.g. supplies, materials, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Informs site personnel and/or supervisor with pertinent information (e.g. providing information regarding activities, safety issues, proper facility maintenance, etc.) for the purpose of maintaining site in safe and secure conditions.
- Inspects facilities 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.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, restroom supplies, vacuums, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Maintains property/grounds (e.g. mowing, trimming, picking up litter, etc.) for the purpose of ensuring safe and attractive grounds for staff and the public.
- Orders equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

- Oversees and trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Participates in meetings as assigned (e.g. staff, training, interviews, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of custodial operations.
- Performs preventative maintenance and/or repairs/replacements (e.g. light bulbs, unclogs drains, etc.) for the purpose of ensuring availability and safety of facility.
- Removes snow and ice for the purpose of ensuring sidewalks, entrances, and parking lots are safe for vehicles and people. This includes weekwnds and holidays.

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 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: administering first aid; handling hazardous materials; operating equipment used in custodial work; planning and managing projects; and preparing and maintaining accurate records.

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

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. 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; setting priorities; working as part of a team; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring 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 have some impact on 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, 60% 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 with increasing levels of responsibility is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

None Specified

Certificates

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

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