

HEAD CUSTODIAN

QUALIFICATIONS:

1. Minimum of High School Diploma or GED
2. Minimum of five (5) years of experience in institutional building custodial/maintenance
3. Institutional supervisory skills preferred including the ability to train staff
4. Computer skills preferred
5. Low-pressure boiler certification required (Must be obtained within 90 days of employment)
6. Knowledge of safety rules and procedures required
7. Knowledge of building systems required
8. Knowledge of state and federal mandates which affect facilities custodial and maintenance work
9. Knowledge of OSHA, FSLA, and ADA regulations
10. Knowledge of use of and maintenance of cleaning equipment, supplies, and chemicals
11. Ability to read technical documents
12. Ability to read and follow directions correctly
13. Ability to communicate effectively orally and in writing
14. Ability to plan, problem solve and trouble shoot
15. Ability to schedule, report, log, and file
16. Ability to work cooperatively and effectively with administration, staff, students, and public
17. Ability to lift loads up to 50 pounds on a regular basis, no history of back problems and pre-employment physical certification
18. Ability to work continually standing, bending, or walking in accordance with OSHA, FSLA, and ADA standards.
19. Other qualities as deemed necessary

PERFORMANCE RESPONSIBILITIES:

1. Responsible for scheduling, overseeing, and training of custodial personnel as directed by Maintenance/Custodial Supervisor
2. Responsible for assisting with long and short term planning for facility maintenance in conjunction with supervisor, maintenance personnel and building principals
3. Reports on a weekly basis to the building principal on the state of the facilities and grounds
4. Demonstrates ability to recognize facilities and grounds needs and to work to make improvements
5. Meet on a weekly basis with building maintenance personnel to plan and organize all maintenance, repairs and cleaning as directed by supervisor or building principal

6. Meet on an as needed basis with district custodial and maintenance personnel to coordinate district projects
7. Maintaining a high standard of safety, cleanliness and efficiency within the facilities and grounds
8. Responsible for the setup and takedown of evening and co-curricular events
9. Assists in planning, implementing, and evaluating cost effective custodial/maintenance services within budget restraints as directed by supervisor and building principal
10. Communicates regularly with supervisor, building principal, district custodial and maintenance personnel and students (as needed) as to the operation of the plant and grounds
11. Responsible for facility security and be on call for after hour emergencies
12. Works with building maintenance personnel to be responsible for the safe and efficient operation of all building heating, plumbing, electrical, and mechanical systems
13. Responsible for the safe use, operation, and maintenance of all equipment, supplies, and chemicals
14. Maintains an inventory of supplies and equipment within the budget restraints as directed by supervisor and recommends to supervisor replacement supplies and equipment
15. Remains current in the custodial/maintenance field serving as a resource for new products, equipment, more effective ways to deliver services
16. Maintains records for all facilities and grounds work
17. Arranges for substitute personnel as needed and directed by supervisor
18. Contributes to effective implementation of all workman's compensation requirements and medical limitations of staff as designated
19. Provides for a harassment free workplace
20. Provides for equity in work responsibilities for staff
21. Responsible for cleaning a designated area
22. Other duties as assigned

EQUIPMENT USED: Cleaning and maintenance tools and equipment, including but not limited to vacuum, floor polishers, floor strippers, miscellaneous scrubbing equipment.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, and kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.

IMMEDIATE SUPERVISORS: Maintenance/Custodial Supervisor, and Building Principals. As are all district employees, this position is under the general supervision of the superintendent.

TERMS OF EMPLOYMENT: Salary, benefits, and other working conditions are as negotiated by the Frenchtown School Board of Trustees and the FCA.

It is the prerogative of the District to assign staff so as to best meet the needs of the District.

Pre-employment physical is required for this position.