

Director of Building Maintenance/Head Custodian

Job Description

USD 108 Washington County Schools

Purpose: The Director of Building Maintenance/Head Custodian will keep school buildings and grounds in the best possible condition to induce a good working and studying atmosphere for both teachers and students and to ensure full and productive use of district facilities. To accomplish these tasks the Head Custodian works closely with the staff and administration of the USD 108.

Qualifications:

1. High school diploma or equivalent.
2. Experience as a custodian.
3. Desire to work as a custodian.
4. Ability to work independently without supervision and ability to work with and supervise others.
5. Certification of Health for School Personnel on file in the District Office (after employment offer is made).
6. Desire to continue career improvement by enhancing skills and job performance.
7. Such alternatives to the above qualifications as the Board of Education may find appropriate.
8. Maintain the confidentiality of district documents, business conversations and student information.
9. Experience in plumbing and minor electrical work is helpful.

Reports To: Superintendent

Supervises: Custodial Staff

Rate of Pay: Established in Employment-At-Will Contract of Employment

Terms of Employment: As per Board policy and regulations

Hours Per Week: Established by Superintendent

Classification: Classified Employee / At-Will

Managerial Responsibilities:

1. Develop and monitor custodial work schedules
2. Ensure that all custodial employees are accurately recording their time on their timecards.
3. Monthly sign off on timecards and get to Board Clerk in a timely manner.
4. Review and approve / deny all leave requests before forwarding them to the Superintendent.
5. Annually evaluates all custodial staff in accordance with provisions of the Board's policy on evaluation of non-certified personnel.
6. Help interview and recommend new custodial personnel.
7. Develop summer cleaning and maintenance schedule and oversee the execution of said schedule.
8. Shares responsibility with the Transportation Director to ensure that all walks and steps are shoveled and treated as appropriate in winter months.

General Responsibilities/Functions:

1. Communicate effectively with members of the school district and community.
2. React to change productively and handle other tasks as assigned.
3. Appropriately operate all equipment as necessary.
4. Display a positive attitude about present assignment.
5. Is respectful of and helpful to all district employees, students, parents, and community members.

6. Manage multiple tasks in a short period of time.
7. Support the value of an education.
8. Support the philosophy and mission of USD 108.
9. Regular attendance and report to work on time.
10. Provide courteous, helpful service.
11. Direct the maintenance and operation of the school facilities.
12. Communicate immediately to the Building Principal and/or Superintendent any damage to school property.
13. Be responsible for maintenance and cleanliness of assigned buildings.
14. Comply with all health, safety, and fire directives of both the district and state regulations.
15. Possess a working knowledge of all electrical, heating and plumbing systems in the building.
16. Be on-call for emergencies.
17. Make all emergency repairs where possible.
18. Keep restrooms clean and supplied with all necessities.
19. Inform principal and superintendent of major repairs or necessary work needed during summer vacation.
20. Keep the school building and premises in good condition so there shall be a good environment for the education of children.
21. Be present at all school functions, which are attended by the public as needed or requested by administration.
22. Maintain an inventory and recommend purchases of suitable supplies, tools, and equipment.
23. Complete paperwork timely and accurate.
24. Report malfunctions of equipment and arrange for repair.
25. Set up and move furniture to prepare for programs and/or activities during the school day.
26. Assist with the planning of new construction, additions and/or alterations to present buildings.
27. Responsible for microphone systems and instruction for use.
28. Must work on weekends when needed and on an "on call" basis.
29. Develop and carry out a program of preventive maintenance on equipment including minor repairs of equipment.
30. Report immediately to Building Principal and/or Superintendent any possible safety hazards at the school site.
31. Responsible district employees overseeing asbestos.
32. Responsible district employee regarding boiler inspection/maintenance.
33. Other duties as assigned by the Superintendent or Building Principal.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing
2. Requires physical exertion to safely manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning and reaching
4. Requires climbing and balancing
5. Must work indoors and outdoors year-round
6. Must work in noisy and crowded environments
7. Must work in and around dust, fume, and odors

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel. Evaluation will be performed by the Superintendent.