AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SPECIALIST CUSTODIAL SERVICES II**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 11**	DUTY DAYS:	**260**	DATE REVISED:	**03/27/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. The ability to execute detailed written and oral training instructions that include safety, District policies and procedures for staff is required. Five (5) years of related experience as a Head Custodian at a Secondary Campus Level is preferred. Employees must have a valid Texas Driver's License, and it must be in possession at all times while operating Austin ISD vehicles.

SKILL REQUIREMENTS:

This position requires knowledge of how to properly operate all custodial equipment used in custodial work. The ability to work well with other people and be responsive to the needs of customers is required. The ability to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, customers, management, school staff, and administrators is preferred.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for coordinating custodial services for a specific group of schools and ensures facilities are maintained in a clean, sanitary, and safe condition for students, staff, and visitors. Incumbent will provide the necessary training to custodial staff ensuring that desired custodial standards are understood and that all cleaning equipment and materials are maintained in a manner consistent with safe and efficient working practices. This role will be responsible for assisting with sustainable practices and waste management including but not limited to green cleaning, recycling, composting, and other means of landfill waste diversion. The employee is responsible for adhering to the Standard Operating Procedure (SOP) Manual provided upon being hired.

ESSENTIAL FUNCTIONS:

- Coordinate the time of interviews with campus administrators and the applicant when job vacancies under the assigned campus occur.
- Conduct job interviews, and complete documentation needed for a recommendation of employment of new staff.
- Assist assigned Custodial Crew Leaders and Head Custodians with schedule preparation, special cleaning projects and training of personnel.
- Monitor and document utilization of overtime at each campus under his/her region to ensure equity of all employees are given the opportunity of overtime.
- Assist assigned Head Custodians with payroll preparation. Assure all employee's time punches and leave requests are submitted correctly on Enterprise Resource Planning (ERP) timesheets prior to approval.
- Assist with testing and evaluating of new products, equipment, and cleaning materials.
- Conduct in-service training programs for custodial staff.

- Perform documentation on “Progressive Discipline”.
- Conduct inspections of school campuses and AISD facilities for compliance with established standards.
- Remain on call twenty-four (24) hours a day to activate and supervise work staff to respond to emergencies and/or major catastrophes.
- Coordinate and document support for campuses when short staffed due to a campus vacancy, or when an employee is out on FMLA, or Workers Comp.
- Attend construction meetings, and coordinate support teams to ensure campuses are ready to receive students after construction has been completed.
- Attend summer school, athletic events and other District program meetings to ensure coverage of custodial staff, supplies, and equipment needed.
- Assist building administrators to establish a viable Safety Awareness/Accident Prevention Program at their campus.
- Maintain accurate written and computer records to include work orders, cleaning materials, equipment inventories, etc.
- Schedule and coordinate power washing and window cleaning needed at stadiums, modernized campus buildings, and other facilities.
- Assist the Director of Custodial Operations with equipment inventory, equipment replacement, and repairs needed. Assign and request asset tags for equipment purchased for the District to support audit documentation.
- Utilize a utility trailer to transport equipment to and from campuses in a safe manner.
- Safely use scissors lift to perform high dusting and or use of a telescopic boom lift, and portable scaffold.
- Safely use cleaning chemicals and cleaning agents necessary to perform the essential functions of the job.
- Respond to emergency situations after hours and on the weekends.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required. Regular attendance for this position is required.

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PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Low Speed Floor Buffer, High Speed Buffer, Auto Scrubber, wet/dry vacuum, upright vacuum, backpack vacuum, carpet extractor, small hand tools; small power tools.

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours.

Mental Demands: Maintain emotional control under stress.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. This position will provide direct supervision to all housekeeping personnel assigned to that area.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	