

BRAZOSPORT ISD JOB DESCRIPTION

Maintenance and Operations



Job Title: Lead Custodian

Reports to: Custodial Services Supervisor/Principal

Dept./School: Assigned Campus

Employment Type: Nonexempt

Pay Grade: Auxiliary 3

Days: 239

Primary Purpose:

Responsible for on-site leadership of campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Special Knowledge/Skills:

- Ability to understand and execute detailed written or oral instructions
- Knowledge of cleaning, maintenance, and safety procedures
- Ability to perform minor repairs
- Ability to properly handle cleaning supplies
- Effective organizational, communication, and interpersonal skills

Experience:

One year experience in custodial services

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

BRAZOSPORT STATEMENT OF NONDISCRIMINATION:

It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:

Students/Parents: FFH (EXHIBIT)

[District Contact for Title IX](#)

[District Contact for Americans with Disabilities Act \(ADA\) & Section 504](#)

Employment/Employees/Public: DIA (EXHIBIT)

[District Contact for Title IX, Americans with Disabilities Act \(ADA\) / Section 504.](#)

Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

Job Specific Requirements:

1. Provide leadership, direction and support to all custodial personnel assigned to you
2. Ensure and maintain a high standard of cleanliness, safety and efficiency for assigned district facility
3. Coordinate efforts with Principal and Custodial Operations Manager to meet the needs of the facility
4. Shall coordinate and perform minor repairs and routine maintenance, such as changing light bulbs and ceiling tiles, which will require working on ladders or man-lift
5. Shall perform other duties as assigned

Supervisory Responsibilities:

- Custodial personnel assigned

Equipment Used:

- Carpet extractor, wet and dry vacuum cleaner, auto-scrubber, rotary floor machine, electric drill, hand tools, and various cleaning equipment

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

- **Tools/Equipment Used:** Buffer, stripper, wet and dry vacuum cleaner, shampooer, lawn mower, edger, and weed eater; 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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Revision Date: 2022