



Custodian Job Description

Building Lead

Descriptors

Position Title:	Building Lead	Department:	Operations
Position Classification:	Level III Custodian Supervisor	Reports To:	Ops and Maintenance
Exempt Status:	Non-Exempt	Revision Date:	03/2021
Supervisory:	No		

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Supervise and coordinate the work of custodial staff at their assigned buildings. Perform a variety of custodial duties to maintain the cleanliness and orderliness of district buildings and grounds.

Essential Duties and Responsibilities

35% Cleaning and Upkeep

- Clean, scrub, strip, wax, buff, vacuum or sweep floors, stairs, classrooms, gyms, locker rooms, libraries, offices, commons, hallways, restrooms and other designated areas
- Gather up, empty and wash trash containers inside and outside building
- Receive deliveries and supplies
- Restock restroom and cleaning supplies
- Maintain building supply inventory
- Order supplies
- Receive and put away food service orders

- Report any repairs or supplies needed to supervisor

5% Activities and Events

- Assist with the set up and take down for activities and events
- Shut down the building after an activity or event

5% Projects

- Assist in project coordination
- Coordinate moving requests
- Serve as an onsite contract coordinator
- Recommend repairs

5% Grounds

- Clear sidewalks and steps
- Apply salt or sand to ground surfaces
- Edge and trim grass around the building

5% Security

- Open and close the building including locking doors and windows
- Respond to call back alarm
- Be a first point of contact for emergency personnel
- Shut down the pool

30% Installing, Maintaining and Repairing

- Maintain boiler
- Perform minor boiler repairs
- Perform routine painting, plumbing and electrical tasks
- Service HVAC equipment
- Assist with general building repairs
- Replace lighting (light bulbs, fluorescent and ballasts)
- Check eye wash and shower stations
- Check off on monitoring forms

10% Program Responsibility

- Coordinate and oversee daily completion of building custodial duties
- Point of contact for building grounds employees
- Coordinate daily work of the unit
- Train employees

- Provide input on employee performance to supervisor
- Address employee performance issues
- Serve as a resource for the building

5% Professional Development

- Attend meetings, in-services, and workshops as required

Perform other duties as assigned or requested.

Work Requirements and Characteristics

Education/Certification Requirement:

- High School diploma or equivalent required
- Obtain first class Boiler's license with 18 months of hire
- Valid Minnesota driver's license
- Hold or obtain an unlicensed electrical license

Experience:

- 2-3 years of prior custodial experience required
- 2-3 years of prior mechanical and electrical repair experience required
- Prior work direction experience preferred

Essential skills required to perform the work:

- Proper cleaning techniques
- Ability to follow written and verbal instruction
- Proper lifting techniques
- Basic computer skills
- Ability to lead others
- Ability to meet deadlines

- Knowledge of pool chemicals
- Organization and time management skills
- Ability to work safely with cleaning products
- Ability to handle varying sequence of duties
- Ability to read and interpret technical information
- General mechanical ability
- General plumbing, electrical and painting knowledge

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Uses hand tools
- Uses cleaning equipment including buffers, carpet cleaners, floor machines
- Uses basic grounds equipment including lawnmowers, weed eaters, shovels, rakes and snow blowers
- Utilizes computer, energy management software and phone devices
- Uses cleaning equipment including buffers, carpet cleaners, floor machines
- Uses HVAC equipment

Physical and Mental Requirements

Physical Job Requirements:

- Position requires pulling, stooping, climbing, crawling and kneeling
- Position requires extended periods of time on feet
- Position requires frequent lifting up to 40lbs, occasional lifting up to 75lbs and use of assistive lifting techniques for anything over 75lbs
- Position involves repetitive motions
- Position involves listening, speaking clearly and visual acuity
- Position requires the ability to smell potentially dangerous chemicals
- Position requires the ability to differentiate between colors

Mental Job Requirements:

- Position requires organization and prioritizing tasks to meet deadlines

- Position requires maintaining concentration, paying attention to details and operation of equipment
- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires flexibility and taking direction from multiple people
- Position requires eye and hand coordination

Hazardous Working Conditions:

- Exposure to dirt, dust and fumes
- Exposure to blood and bodily fluids
- Exposure to varying weather elements
- Exposure to heights
- Exposure to chemicals
- Non-traditional work days and work hours may apply
- Exposure to potential electrical shock
- Travel between buildings may be required

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.