

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:** 1/1/2014
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

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| <p>35% Cleaning and Upkeep</p> <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Perform minor pool repair Report any repairs or supplies needed to supervisor |
| <p>5% Grounds</p> <ul style="list-style-type: none"> Clear sidewalks and steps Apply salt or sand to ground surfaces Edge and trim grass around the building | <p>5% Activities and Events</p> <ul style="list-style-type: none"> Assist with the set up and take down for activities and events Shut down the building after an activity or event |
| <p>30% Installing, Maintaining and Repairing</p> <ul style="list-style-type: none"> 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 balance) Check eye wash and shower stations Check off on monitoring forms Monitor pool operations | <p>5% Projects</p> <ul style="list-style-type: none"> Assist in project coordination Coordinate moving requests Serve as an onsite contract coordinator Recommend repairs <p>5% Security</p> <ul style="list-style-type: none"> 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 <p>10% Program Responsibility</p> <ul style="list-style-type: none"> 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 building head
- 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
- Hold or obtain Pool Certification

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.