

TITLE: HEAD CUSTODIAN

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Proven experience in custodial and maintenance work, with previous lead custodian experience preferred.
3. Knowledge of building maintenance procedures, cleaning techniques, and safety standards.
4. Basic knowledge of HVAC, electrical, and plumbing systems.
5. Strong organizational and communication skills.
6. Ability to work independently and as part of a team.
7. Proficiency in basic computer skills.
8. State of MN 1<sup>st</sup> Class "C" Boilers License preferred; must have 2<sup>nd</sup> Class License
9. Experience with energy management system
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal and Director of Buildings & Grounds

JOB GOAL: The Head Custodian is responsible for the comprehensive maintenance and cleanliness of school buildings and grounds, ensuring a safe, functional, and aesthetically pleasing environment for students, staff, and visitors. This role involves managing maintenance schedules, maintaining mechanical systems, and adhering to all safety and regulatory standards.

PERFORMANCE RESPONSIBILITIES:

1. Oversee and perform general cleaning, sanitation, and maintenance of all buildings and surrounding grounds.
2. Schedule, assign, and oversee the work of Assistant Custodians and Custodial Helpers, providing guidance, reviewing, and evaluating their performance
3. Ensure the proper functioning of building systems, including routine inspections and minor repairs.
4. Inspect and perform minor repairs to mechanical, electrical, and plumbing systems.
5. Operate and maintain HVAC systems, including preventative maintenance, to ensure optimal temperature control and energy efficiency. Regulates heat, ventilation and air conditioning systems to provide appropriate temperatures and to insure economical usage of fuel, water and electricity. Able to operate energy management system.
6. Manage landscaping, including mowing, weed control, snow removal, and the upkeep of playground and grounds equipment.
7. Monitor and analyze boiler chemical levels and take appropriate action.
8. Maintain accurate records, including employee time sheets, inventory reports, energy reports, and incident reports
9. Coordinate building and grounds usage for evening and weekend activities, collaborating with the Community Education office.
10. Arranges for substitute help when the Assistant Custodian or other Custodians are absent.
11. Respond promptly to maintenance requests and emergencies.
12. Conduct routine safety inspections of buildings and grounds ensuring compliance with all safety regulations and procedures.
13. Manage inventory of cleaning and maintenance supplies, and process requisitions as needed.
14. Assists and distributes deliveries to appropriate locations.
15. Maintain confidentiality as per mandated data privacy laws.
16. Other duties as assigned.

PHYSICAL REQUIREMENTS:

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.

-Ability to perform physical tasks, including bending, stooping, kneeling, climbing ladders, and working in confined spaces

-Ability to stand, walk, and bend for extended periods.

-Ability to push and pull equipment that exceeds 100 pounds or lifting heavy equipment or supplies (up to 50 pounds)

Offers of employment will be made contingent upon passing a pre-employment physical, and upon satisfactory evaluation of the results of a criminal background check. Candidates who refuse to submit to testing will be disqualified from the hiring process.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.

[10-14-2008 / 7-14-2014]