Douglas County School District
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JOB DESCRIPTION

TITLE:	HEAD CUSTODIAN – I (ELEMENTARY/DHS NIGHT LEAD)
REPORTS TO:	Facilities Supervisor
TERMS OF EMPLOYMENT:	12 Months
SALARY RANGE: 7-B	EMPLOYER/EMPLOYEE PAID $22.17 - $31.54 EMPLOYER PAID PERS $18.67 - $26.52
BENEFITS:	Nevada State PERS Retirement Employer paid Medical, Dental, Vision and Life Insurance No State Tax
FLSA STATUS:	NON-EXEMPT

SUMMARY OF POSITION

Performs moderately difficult work in the performance of custodial work involving the cleaning, maintenance and repair of buildings, premises, and entryways; supervises, coordinates, and evaluates the work requirements of a custodial staff set by the Facilities Supervisor. Responsible for maintaining the physical school plant in a safe and clean operating condition.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

- Manage the School Districts cleanliness standards set by the Facilities Supervisor. Ensure that the Process Cleaning for Health system is being followed daily by all custodial employees at designated site.
- Assist in the selection, assignment, scheduling, and training of members of the custodial staff; respond to questions and concerns of assigned custodial employees.
- Plan and oversee daily maintenance and repair activities; maintain a high standard of cleanliness safety, and efficiency; keep the Facilities Supervisor and the building Principal informed on work activities; prepare maintenance reports as requested.
- Inspect the cleanliness of classrooms, offices, halls, and other areas of the school buildings by checking the daily assessment logs kept by each employee daily, including the upkeep and repair of furnishings and equipment. Submit written reports of the daily service assessment logs to the Facilities Supervisor at the end of each month.
- Monitor the attendance and punctuality of all assigned custodial employees and keep accurate records of such.
- Maintain and monitor inventory of suitable supplies, tools, and equipment and recommend purchases of such to the Facilities Supervisor.
- Promote the safety, health, and comfort of the students and staff.

- Assist with snow removal, insuring that all entrances, hydrants, and walks are kept clear.
- Maintain an inventory of supplies, equipment and fuel; anticipate future supplies equipment and fuel inventory needs; requisition needed replacements to the Facilities Supervisor.
- Ensure needed supplies and equipment are used efficiently.
- Conduct an ongoing program of general maintenance, painting, upkeep and repair.
- Conduct periodic inspections and tests of all electrical and plumbing installations in the school to insure their safe condition.
- Coordinate custodial activities for special activities as requested by the site administrator.
- Ensure that subordinate custodians are opening and/or closing buildings safely and securely.
- Assist in assembling or disassembling furniture, equipment, or miscellaneous items, either district or donated property as required.
- Assist in work cleanup due to fires, floods or other natural disasters.

NON-ESSENTIAL FUNCTIONS

Perform other related duties as assigned.

WORK CONTACTS

Frequent contact with co-workers, supervisors' students, parents, teachers, administrators, law enforcement personnel, and other district staff members. Occasional contact with the general public.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the principles of supervision; knowledge of the cleaning methods, materials and equipment used in custodial work; knowledge of the occupational hazards and equipment common to the work; knowledge of the safe and correct use of hand and power tools and equipment common to the work; knowledge of the methods, materials and equipment used in minor maintenance and repair work; knowledge of safety precautions and safe work practices. The ability to perform the following work activities with or without reasonable accommodations:

- Plan and organize work.
- Instruct and train custodial staff in Process Cleaning for Health cleaning program.
- Safely and correctly perform custodial duties on buildings and premises; operate equipment
- and tools common to custodial work.
- Perform physically demanding work; Lift up to 60 lbs.
- Climb Ladders.
- Perform minor electrical repairs including the changing of ballasts.
- Operate snow removal equipment and/or shovel snow.
- Understand written and oral communications.
- Communicate tactfully, clearly and concisely, both orally and in writing.
- Work cooperatively with employees, staff, other district personnel, students and the general public.
- Establish and maintain effective working relationships.
- Maintain good physical condition.
- Maintain records and reports.
- Maintain regular attendance and punctuality.

SUPERVISION RECEIVED

Work is performed independently under the direction of the Facilities Supervisor. The Facilities Supervisor, with the input from the Site Administrator, shall at least annually evaluate the Head Custodian's performance.

SUPERVISION EXERCISED

Provides instruction, direction and training to custodial staff. Supervises and evaluates the cleaning of the school. In cooperation with the Facilities Supervisor and the Site Administrator, the Head Custodian, shall evaluate the performance of the custodial staff and cleanliness of the school on a regular basis.

CONDITIONS OF WORK

Work is performed under the following conditions:

- Exposure to climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- Hazards: Stress, anxiety, verbal and physical aggression. Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).
- Work involves heavy lifting, snow shoveling, bending, pulling, pushing, standing and crawling up and down ladders; exposure to inclement weather when operating snow removal equipment or during snow shoveling; exposure to electricity.

SAFETY SENSITIVE:

YES [ ] NO [X]

ACCEPTABLE EXPERIENCE AND TRAINING

Two (2) years progressively responsible experience in custodial work including some lead or supervisory responsibility and high school graduation; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform this work.

LICENSES/CERTIFICATES

Possession of and ability to maintain a valid Nevada's driver's license.

ABILITY TO:

NON-ESSENTIAL FUNCTIONS

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods.
  Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items as necessary. The manual

dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone.

- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employee.
- ★ Medium to heavy lifting (25 to 60 pounds) may occasionally be required

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources
1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____ Date:_____