

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Night Lead Custodian 100,000 – 200,000 sq. ft.	<b>Department:</b> Buildings and Grounds
<b>Reports to:</b> Building Principal Director of Buildings and Grounds	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining/Work Unit:</b> Local 70
<b>Tier/Lane:</b> CUST4	<b>Position Last Updated:</b> May 2021

### SECTION II: JOB SUMMARY

The night lead custodian coordinates the service for all user groups, the cleaning tasks and operation of various types of cleaning equipment to care for and maintain assigned buildings and related facilities; and perform related work as required. You may be assigned to work at different buildings depending on the needs of the district.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Maintain building in a state of cleanliness and order
<b>Percent of Time:</b>	100%	

#### Tasks involved in fulfilling above duty/responsibility:

- Performs regular custodial duties such as mopping, sweeping, dumping trash, cleaning glass, vacuuming, cleaning and disinfecting restrooms, changing light bulbs etc.
- May be utilized to fill in at other locations if needed
- Locks and un-locks doors in building according to scheduled activities
- Set-up and clean-up for special events
- Shovels snow and / or removes ice as required
- Performs exterior cleaning duties such as sweeping sidewalks, picking trash etc.
- Moves furniture and equipment as needed
- Responds to the needs of building occupants and users
- Performs basic preventative maintenance on building systems, components and equipment
- Maintains an inventory of custodial supplies and equipment
- Performs non-major repairs to building systems and equipment
- Plan, layout, assign, schedule and review the work of buildings custodial staff
- Ability to recognize hazards and take safety precautions to eliminate them or report to supervisor for action
- Prepares work schedules and assignments of specific tasks for cleaning and building maintenance in rooms, hallways, and grounds
- Assists in the training and evaluate the performance of new and existing custodial staff
- Responds to School Dude work orders
- Performs daily check of cleaning areas to ensure district standards are met
- Performs daily assigned tasks such as delivers mail to office, puts out trash container and recycle cardboard cart, unlocks designated areas, and any other assigned duties
- Operates and maintains boilers, HVAC and other related equipment, test and monitor water chemistry

- Operates and performs repairs to pool and related equipment
- Responds to emergencies as needed

#### **Other duties as assigned**

### **SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Able to operate equipment associated with custodial operations
- Demonstrated personal dependability / regular attendance
- Conflict management skills
- Ability to train, supervise and develop personnel
- Ability to work positively with other building employees and groups
- Ability to develop and maintain record keeping systems
- Ability to set schedules and meet deadlines prioritizing as necessary
- Knowledge of standard tools, materials, methods and practices involved in building maintenance
- Computer skills and experience with BAS
- Demonstrated knowledge of established procedures for OSHA, Fire Marshal, and building maintenance
- Able to follow oral and written directions
- Able to read and understand Material Safety Data Sheets (MSDS)
- Ability to develop and maintain record keeping systems
- Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships
- Demonstrates an appreciation of diversity in all interactions and job functions
- Lifting/Carrying – Up to 10 lbs. Consistently – Up to 40 lbs. Frequently – Up to 75-100+ lbs. Occasionally
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statements of Eastern Carver County Schools

### **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- High school diploma or equivalent
- State of Minnesota Boilers License (class dependent on size of equipment in building) - within two years of placement
  - Based on Shift Engineer listing at [https://www.dli.mn.gov/sites/default/files/pdf/boiler\\_license\\_classifications.pdf](https://www.dli.mn.gov/sites/default/files/pdf/boiler_license_classifications.pdf)
- Pool Operator License if assigned building has a pool – Within one year of placement
- MN Register Unlicensed Electrician – within one year of placement
- OSHA Standard, Right To Know, Blood Borne Pathogens (provided upon hire)
- Certified Building Operator Certificate preferred
- State of Minnesota Boilers License Chief “C” preferred

### **SECTION VI: EXPERIENCE REQUIREMENTS**

- Minimum of two years custodial experience

### **SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District’s established Core Values.
- Advancing the District’s mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

**(Indicate according to essential duties/responsibilities):**

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

<b>Key: N=Never    O=Occasionally (1-33%)    F=Frequently (34-66%)    C=Consistently (67-100%)</b>					
<b>Demands</b>		<b>Demands</b>		<b>Demands</b>	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	C	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	F
Walking	C	Up to 25 pounds	F		
Sitting	O	Up to 50 pounds	O		
Talking in person/on the phone	O	Up to 75 pounds	O	Toxic chemicals	O
Pushing/Pulling	C	Up to 100 pounds	O	Moving parts	C
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	O	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	O
Stooping (bend at waist)	C	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	F
Distinguishing smell	O			<b>Sight</b>	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

**Note:** Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.