

Head Custodian – SJE

General Statement of Responsibilities:

Provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

Responsibilities:

- Maintain primary responsibility for an assigned work area, ensuring cleanliness, safety, and completion of all custodial tasks within that space, in addition to general custodial duties throughout the facility.
- Be responsible for security in assigned areas.
- Daily check of lights and water faucets before leaving assigned areas.
- Make recommendations as to the workloads and assignments of custodians.
- Train and evaluate custodial personnel.
- Attend meetings on the second Thursday of the month and requisition the custodial supplies.
- Maintain an inventory and recommend purchase of suitable supplies, tools and equipment.
- Submit work orders through the internet ACT system for maintenance repairs.
- Clean mechanical rooms, air handler rooms and pipe chases, HVAC grills and diffusers and keep them free of stored boxes, furniture, etc.
- Hang/mount towel dispensers, tissue dispensers, etc.
- Move all school furniture as needed. Capable of lifting 45 pounds.
- Secure equipment or materials from the district warehouse or by issuing requisitions to the Service Center.
- Plan, oversee, participate in all custodial work.
- Set an example for the custodial staff in regards to neatness of appearance, friendly relations with other school employees, courtesy to the public, and in devotion to the job.
- Be economical in the use of lights and turn them off when not in actual use.
- Clean and maintain an assigned work area as determined by operations supervisor.
- Perform such other duties and responsibilities as may be directed by the Principal and Operations Supervisor.

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Buffer, Scrubber stripper, wet/dry vacuum cleaner, shampooer, extractor, propane burnisher and other small electrical tools
- **Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching
- **Lifting:** Heavy lifting and carrying between 20-80 lbs. on a daily basis
- **Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperature, dust, toxic chemicals and materials; work on ladders and/or seizer lift; slippery or uneven walking surfaces; work irregular hours; work occasional prolonged hours
- **Mental Demands:** Maintain emotional control under stress and must be willing to be flexible in time schedules

Qualifications:

- **In District Only**
- Five years' experience as a school custodian, equivalent in schools or other institution or firms.
- Ability to work well with others and demonstrate an aptitude for completion of assigned tasks.
- Demonstrate knowledge and expertise in the basic custodial duties, electrical repair, maintenance, carpentry and grounds maintenance.

Other Information: Fingerprinting: All potential candidates must adhere to and meet the requirements set forth in **Texas Education Code (TEC), Chapter 22, Subchapter C prior to employment.**

Apply To: Applicants are required to fill out an online application at www.dpsid.org and must attach/or mail an updated resume to the Human Resources Department.

Start Date: Effective Immediately

Salary: Manual Trade Job Classification Pay Grade 3

Days: 236

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

Printed Name

Signature

Date