

# Durham Public Schools

## Job Description

# Maintenance Services

## Lead Custodian

**JOB TITLE:** Lead Custodian

**REPORTS TO:** Custodial Supervisor and Principal/Site Manager

**SALARY:** Based on State and Local Salary Schedules

**STATUS:** Permanent, 12 months, Classified, Non-Exempt

**SUMMARY:** Under general supervision, leads and coordinates custodial services at the building level, in addition to performing general custodial and light ground keeping work in the care and maintenance of assigned building. Supervisory work includes assisting with performance reviews and evaluations; training custodial staff on all aspects of the custodian position; serving as a role model to custodial staff; maintaining the appropriate levels of supplies/materials. Employee reports to the Custodial Supervisor and Principal/Site Manager.

### RESPONSIBILITIES & DUTIES:

1. Plans, assigns, monitors, reviews and supervises the work of custodians assigned to the site;
2. Directs and prioritizes custodial duties for assigned building(s).
3. Follows and maintains knowledge of all DPS policies and procedures.
4. Performs a wide variety of custodial and minor maintenance repairs.
5. Maintains and ensures the upkeep, cleanliness and improvement of assigned school building grounds, athletic fields, and tracks.
6. Cleans and sanitizes areas as assigned (i.e. rooms, halls, offices, restrooms, cafeteria, etc.), vacuums, shampoos, sweeps, scrubs, waxes, polishes, mops and buffs all types of floor surfaces.
7. Keeps walks, parking areas and entrances clear and clean. Shovels snow from the sidewalk, and performs other seasonal custodial work to help ensure student and staff safety.
8. Reports major damages.
9. Secures facilities after operating hours by locking doors, closing windows and setting up the alarm.
10. Maintains the building assigned to his/her keeping for the storage of supplies and equipment.
11. Sets-up, takes down and moves tables, chairs, equipment, shelving and partitions for meetings, athletic events and other DPS functions as assigned, including weekend events.
12. Washes windows and walls.
13. Collects and empties all recycling and waste containers in a safe and sanitary manner. Follows proper protocol for any existing or new recycling programs.
14. Washes, scrubs and disinfects restrooms as well as cleans sinks, fixtures, panels and drinking fountains daily.
15. Cleans up spills (including bodily fluids) in a safe and appropriate manner.
16. Responds to special requests for custodial services from staff members with supervisor or administration approval.
17. Reports safety, sanitary and fire hazards immediately to supervisor.
18. Interacts thoughtfully, professionally, and respectfully with all students, staff, supervisors, co-workers, and parents.
19. Resolves conflict in a professional manner.
20. Maintains reliable and consistent attendance and punctuality.

21. Maintains appropriate certifications and training.
22. Make minor repairs:
  - Replace light bulbs as per the recycling procedure.
  - Replace stained or damaged ceiling tiles when required.
  - If there is a water leak or busted pipe, cut off water supply until maintenance employees can respond.
  - Clean all HVAC return and supply air grills in all classrooms and common areas on a monthly basis.
  - Install and replace pencil sharpeners.
23. Performs other related work as directed.

**MINIMUM EDUCATION, EXPERIENCE, AND REQUIREMENTS:**

1. High School Diploma or GED.
2. Possession of a valid driver’s license issued by the State of North Carolina.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. General knowledge of the standard methods, materials, and equipment employed in janitorial work.  
General knowledge of safety precautions and warning signals regarding school building equipment.
2. Some knowledge of cleaning procedures and the use of cleaning materials.
3. Excellent attendance and punctuality record.
4. Ability to effectively orient and train new employees.
5. Ability to give and follow instructions.
6. Ability to exercise independent judgment and initiative in completing work assignments.
7. Ability to establish and maintain effective working relationships as necessitated by work.
8. Ability to use all assigned equipment in a safe manner per manufacturer’s specifications.

**PHYSICAL REQUIREMENTS:**

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

<b>F -Frequently</b> From 1/3 to 2/3 of the time	<b>O- Occasionally</b> Up to 1/3 of the time	<b>R- Rarely</b> Less than 1 hour per week	<b>N- Never</b> Never occurs
<b>PHYSICAL ACTIVITY</b>		<b>NON-PHYSICAL DEMANDS</b>	
Climbing/Balancing	<b>O</b>	Time Pressure	<b>F</b>
Crawling/Kneeling	<b>R</b>	Emergency Situation	<b>O</b>
Walking	<b>F</b>	Frequent Change of Tasks	<b>O</b>
Running	<b>R</b>	Irregular Work Schedule/Overtime	<b>O</b>
Standing	<b>F</b>	Performing Multiple Tasks Simultaneously	<b>F</b>
Sitting	<b>O</b>	Working Closely with others as part of a Team	<b>F</b>
Bending/Stooping	<b>F</b>	Tedious or Exacting Work	<b>F</b>
Lifting/Carrying	<b>F</b>	Noisy/Distracting Environment	<b>F</b>
Grasping/Twisting	<b>F</b>		

Reaching	F		
Pushing/Pulling	F		
Fingering/Typing	R		

**ENVIRONMENTAL FACTORS:**

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards				R
Chemical Hazards				O
Electrical Hazards				R
Fire Hazards				R
Explosives				R
Communicable Diseases				R
Physical Danger or Abuse				R
				R

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				R
Extreme Temperatures				R
Noise and Vibration				F
Wetness/Humidity				F
Physical Hazards				O

**PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:**

Hard hat  gloves  flash protective equipment suit occasionally  steel toe shoes  
 safety glasses  safety vests

**MACHINES, TOOLS, EQUIPMENT:**

Retrieving devices  Ladder  fork lift,  crane truck  hoist  scissors lift  
 pipe benders  metering devices

**OPTIONAL:** Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

**DISCLAIMER:**

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date