

## **JOB TITLE: BUILDING HEAD CUSTODIAN**

**Reports to:** Director of Operations and Building Principal/Administrator

**Job Summary:** The Head Custodian oversees the maintenance and operation of building, heating, plumbing, electrical, and emergency systems, in addition to supervising staff, to provide safe, clean, and comfortable surroundings for staff and students.

### **Essential functions of the job may include but are not limited to the following:**

- Responsible for all aspects of Level 2 custodial responsibilities in addition to the following.
- Inspects, and monitors HVAC, plumbing, electrical, emergency equipment and supporting equipment for efficient and proper operation.
- Responsible for building automation systems - including scheduling, monitoring of system function, troubleshooting, alarm monitoring, etc.
- Maintains Preventative Maintenance Schedule.
- Maintains interior surfaces - inclusive, but not limited to cleaning, scrubbing, stripping, waxing, buffing, shampooing, sweeping, or vacuuming floors; painting of walls, doors, door/window frames; dusting; window cleaning; ceiling tile replacement; etc.
- Evaluates custodial supply needs and orders materials as needed in a timely fashion, being careful not to keep excessive stock on hand.
- Plan, lay out, assign, schedule, direct and review the work of maintenance and custodial staff.
- Perform custodial work as required; biohazard clean up, spill cleanup, mopping or floor scrubbing as needed, trash removal, etc.
- Approves time off requests for building custodial staff paying attention to overall needs of building.
- Performs minor maintenance repairs to building and equipment.
- Obtains quotations for minor contracted building repairs.
- Works with Administrative Staff to plan/prepare for special events.
- Works with Community Education and Facilities scheduling staff regarding building use outside normal school hours.
- Maintains building security.
- Receive and respond appropriately to alarm calls related to critical building systems and/or building security.
- Prepares and updates capital projects lists for administration.
- Coordinates with City of Farmington, Lakeville Sanitation, and district Food Service staff to ensure timely, efficient, and environmentally conscious waste disposal.
- Assists with removal of snow using shovels and/or walk behind snowblower as required immediately outside exterior doors to a distance of ~15ft as well as walkways that are inaccessible using plow trucks, skid loaders, etc. (playground areas for example)
- Coordinates with district maintenance and grounds personnel for necessary support.
- Respond appropriately to all building emergencies, especially since position is often the lone custodian on site during instructional hours.

### **Other functions of the job include but are not limited to the following:**

- Performs other general duties as needed or assigned to ensure smooth operation of the department.

### **Knowledge, Skills and Abilities Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma or equivalent.
- Must possess or be eligible for and obtain/maintain a First-Class Boiler license-Minnesota (1-C).
- Other licenses/certifications preferred.
- Demonstrated knowledge of building components and mechanical equipment.
- Experience with and/or ability to learn and become proficient in building automation system software use.
- Must have successful experience in the supervision of personnel.

- Good organizational skills.
- Must demonstrate sufficient mechanical aptitude to conduct repairs and maintenance to plumbing, HVAC and miscellaneous equipment.
- Must possess excellent interpersonal skills.
- Must demonstrate thorough knowledge of building cleaning skills.
- Must have excellent customer service skills and the ability to communicate effectively with employees and community members.
- Proven ability to establish and maintain cooperative and effective working relationships with others including students at age level of position and present a professional appearance.
- Ability to work independently with little work direction.
- Must have the ability and proven record of reporting to work on a regular and punctual basis.

**Physical Requirements:**

Tasks involve prolonged periods of walking, standing, stooping, climbing ladders/scaffolding, lifting, twisting, kneeling, pushing/maneuvering heavy equipment (carpet extractors, swing machine, floor scrubber, snow blower, pallet jacks, garbage carts/barrels, etc.) etc. Ability to work from a lift at heights up to ~40ft. Although minimized by safety practices, accidents, chemical and physical hazards connected with this work are always present.

This position requires good physical conditioning, strength, agility, and endurance with no serious defects of vision or hearing. Must be able to climb ladders, be comfortable using scissor or basket lifts, and lift 50# on own or 75# with assistance on a regular basis.

*updated 2/2026*