

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Head Custodian

Department: Custodial/Maintenance

**Reports To: Building Principal &
Building and Grounds Director**

Exempt Status: Non-Exempt

Approval: Director of Human Resources

Date: November 2023

JOB SUMMARY: Provide custodial support, advanced mechanical repairs and leadership skills for the School District in order to provide a clean, safe and healthy learning environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

40% Facilities Management

- A. Coordinate and oversee daily completion of building custodial duties to meet conditions of emergencies and daily routine.
- B. Serve as resource person to building staff/students (i.e. custodial activities monitor/oversee work orders).
- C. Responsible for building security.
- D. Assist Buildings and Grounds Director with supervising and working with outside contractors.
- E. Assist Buildings and Grounds Director with building maintenance budget and record keeping.
- F. Recommend capital priorities to administration.
- G. Responsible for adherence to all applicable laws and state and federal law requirements.

30% Maintenance/Repair & Grounds

- A. Perform routine preventative maintenance upkeep on equipment.
- B. Perform minor repairs and maintenance.
- C. Perform major repairs and maintenance.
- D. Responsible for boiler operation and reporting of any concerns.
- E. Maintain maintenance records and inventory.
- F. Order materials and supplies
- G. Monitor, assist and report asbestos conditions.
- H. Responsible for grounds upkeep including mowing, snow removal, picking up garbage and keeping entrances clean and free of obstruction, as needed.

20% Work Direction

- A. Provides work direction to custodial staff regarding cleaning and maintenance activities.
- B. Responsible for building specific training of custodial staff including subs.
- C. Performs the coordinating, assigning and scheduling of work.
- D. Reviews completed work.
- E. Provides feedback, input and expectations on staff performance.

5% Cleaning/Upkeep

- A. Clean, scrub, strip, seal, wax, buff, vacuum or sweeps floors, stairs, classrooms, gyms, locker rooms, libraries, offices, commons, hallways, restrooms and other designated areas.
- B. Respond to emergency cleanup situations.
- C. Keep the custodial/maintenance room clean and well maintained.
- D. Replace lighting as needed.
- E. Maintain building security: secure building, test and reset fire alarms, lock and unlock buildings, as necessary and perform other security tasks.
- F. Unload school supplies and equipment. Restock shelves with cleaning supplies.
- G. Clean all areas of building in summer months as directed.

5% Set-up/Take down

- A. Set up buildings and grounds for special events and other activities as directed.
- B. Take down buildings and grounds for special events and other activities as directed.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Special boiler license required at Pinewood Elementary.
- First class (c) boiler license required at Eastview Education Center, Little Mountain Elementary Monticello Middle School, and Monticello High School.
- Chief class (c) boiler license preferred at Monticello High School.
- Pool certification required at Monticello Middle School.
- Valid Minnesota driver's license required.

Experience:

- Previous lead supervisory custodial experience preferred or other related experience required.
- Previous experience in education setting preferred.

Essential Skills Required to Perform the Work:

- Ability to work safely at all times.
- Recognize and report safety hazards.
- Knowledge of proper cleaning techniques.
- Ability to give and follow written and verbal instruction.
- Ability to employ proper lifting techniques.
- Advanced computer skills.
- Advanced communication skills.
- Ability to work effectively and lead in a team environment.
- Ability to meet deadlines.
- Organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to vary sequence of duties.
- Ability to perform arithmetic calculations (i.e. addition, subtraction, multiplication and division).
- Ability to perform arithmetic calculations (i.e. discounts, percentages, proportions and volume).

- Advanced mechanical repair abilities.
- Demonstrated knowledge of department equipment and procedures.
- Ability to provide leadership skills.
- Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.
- Ability to analyze situations and select a course of action.
- Ability to multi-step and handle sequential problem solving activities that include comparing, analyzing and calculating data relevant to the facility.
- Ability to accept change and respond appropriately.
- Ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates hand tools and ladders.
- Operates cleaning equipment including buffers, carpet cleaners and floor machines.
- Operates basic grounds-keeping equipment including irrigation system, lawnmowers, weed eaters, shovels and rakes, snow blowers, as assigned.
- Operates computer and phone devices.
- Utilizes custodial department software program.

Supervision of Other Employees:

- This position supervises and provides work direction to all custodial staff at the assigned building
- Position provides training and input related to hiring and evaluation of staff.

Physical Job Requirements:

- Position involves pulling, stooping, climbing, crawling and kneeling
- Position involves extended periods of time on feet.
- Position involves frequent lifting up to 50 pounds and occasionally lifts 75 – 100 pounds.
- Position involves occasional climbing of ladders.
- Position involves occasional repetitive motion in performing tasks.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet strict deadlines.
- Position requires attention to detail.
- Position requires operating equipment that requires concentration.
- Position requires handling multiple tasks at once while dealing with constant interruptions.
Position requires flexibility and a willingness to undertake a variety of tasks, sometimes from more than one person.
- Position requires coordination of manual dexterity with visual attention (eye-hand coordination).
- Position requires supervision of custodians to meet timelines.

Working Conditions:

- Position works around dirt, dust, chemicals and fumes.
- Position involves occasional exposure to blood/bodily fluids.
- Position involves occasional exposure to extreme temperatures.
- Position involves occasional exposure to heights, confined spaces and mechanical equipment/ moving parts. Position may require evening/night or weekend hours.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees

- and community members.
- Provides a clean, safe, comfortable environment to make the students and staff proud of their school.
- Promotes safety and prevent accidents.
- Ensures building is secured to prevent vandalism and theft.
- Ensures maintenance problems are identified and reported.
- Provides leadership to create school building atmosphere that provides service and facilities to support the educational activities and programs.
- Motivates staff to improve work performed, provides training as needed and safe working practices.
- Purchases supplies and service within the school budget.

Physical Job Requirements:

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand				X
Walk				X
Sit		X		
Use of hands dexterously				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop/kneel/crouch/crawl			X	
Use of eyes, vision				X
Talk or listen				X
Taste or smell			X	
Physically lift or carry:				
• Up to 10 pounds				X
• Up to 25 pounds				X
• Up to 50 pounds			X	
• Up to 75 pounds		X		
• Up to 100 pounds		X		

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.