

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Mt. Lebanon School District</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                      |
| <b>Job Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                      |
| <b>Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Head Custodian</b>                                                                                                |
| <b>Classification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Non-Exempt                                                                                                           |
| <b>Salary &amp; Benefits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                      |
| <b>Work Hours/Year</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 8 hours per day, 12 months per year, with possible adjustments to assignment specific schedules during summer months |
| <b>Reports To</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Facilities Management Team along with the Building Principal                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                      |
| <b>Summary</b><br>The Head Custodian is responsible for regular building maintenance to insure safety, sanitation, good housekeeping, and security. The Head Custodian interacts with vendors, staff, students, and other members of the school community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                      |
| <b>Assignment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                      |
| <b>Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Howe Elementary                                                                                                      |
| <b>Assignment Work Schedule</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Monday - Friday<br>6:30 AM - 3:00 PM<br>with possible adjustments in the summer                                      |
| <b>Assignment Specific Duties</b> <ul style="list-style-type: none"> <li>▪ Assure that equipment is kept operational, and that the building and grounds are kept safe and well maintained.</li> <li>▪ Carry out supervision responsibilities by assigning work schedules and supervising the completion of work.</li> <li>▪ Complete employee evaluations for those subordinates reporting to you.</li> <li>▪ Utilize up-to-date technology including, but not limited to, District email, intranet, internet, ProSoft Time Management, HVAC Scheduling Programming Software, Inventory Ordering Software and Microsoft Office Systems.</li> <li>▪ Maintain and repair equipment to include heating, HVAC systems, lighting systems, plumbing systems, playground equipment and other equipment used in custodial services. <ul style="list-style-type: none"> <li>o Demonstrate proficiency in managing building automated components including, but not limited to, building energy management systems, HVAC systems, security systems and the fire alarm and monitoring systems.</li> <li>o Report work that needs to be performed by other workers in the District or contractors utilized by the District.</li> </ul> </li> <li>▪ Receive, store and/or distribute supplies.</li> <li>▪ Be responsible for the upkeep and appearance of the grounds and appearance of the building, including but not limited to, snow removal, tree trimming, mulching, grass cutting and field maintenance.</li> <li>▪ Follow approved District procedures as they relate to Integrated Pest Management or other regulated entities.</li> <li>▪ Accompany State and Local inspection officials on building tours and record deficiencies as noted.</li> <li>▪ Maintain required logs and records including, but not limited to, keeping a weekly record of the custodians' regular and overtime hours, life-safety inspections, preventive maintenance inspections, etc.</li> <li>▪ Be responsible for any and all housekeeping work including, but not limited to, daily cleaning, summer cleaning, repairs of damage caused by malicious mischief and accidents, and inspection of the total building.</li> </ul> |                                                                                                                      |

- Be responsible for routine tasks such as the locking and unlocking of the building, raising and lowering the flag, preparing rooms for programs, dragging corridors, cleaning up after spills and illness, assistance with fire drills, delivery of teacher supplies, mail and office supplies, correcting safety hazards, adjusting clocks, setting up for elections, storing and retrieving items, signing for and delivery of freight and parcels, preparing for meetings, events and rental groups.
- Be able to work for an extended period of time without direct supervision.
- Perform other tasks as may be assigned by Facilities Management or the Building Principal.

#### **Other Essential Functions**

- Meet with the Building Principal as regularly as required.
- Report any emergencies immediately to the facilities office.
- Regularly report to Facilities Management.

#### **Qualifications**

- High school graduate or equivalent (GED).
- State mandated renewable background clearances and trainings for employment in PA public schools.
- Ability to read, follow and understand both written and verbal instructions.

#### **Competencies**

- Must have the stamina to work one's feet for long periods of time.
- Must be able to work unsupervised.
- Must be able to communicate with school employees, students, parents, and other members of the school community members so as to promote the District in a positive manner.
- Must be able to take direction from and collaborate productively with other staff members.
- Must be able to exercise good judgment as it pertains to the job.
- Must be able to learn and apply new skills.
- Must appropriately handle equipment, supplies, and school property.

#### **Work Environment**

Typical school buildings and grounds, including: classrooms, offices, hallways, stairwells, large gathering spaces, kitchens, bathrooms, locker rooms, fitness areas, storage areas, and outdoor lawns and landscapes, walkways, play spaces, athletic fields, etc.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

#### **Physical Requirements**

- Lifting, Pushing and Pulling: Exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Medium Work.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs, or hands and arms. Body agility is emphasized. Described in terms of height, steepness, duration, and type of structure climbed. Occasionally - activity exists up to 1/3 of the time.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces. Described in terms of type or condition of

surface and activities during which balance must be maintained. Frequently - activity exists up to 2/3 of the time.

- **Stooping:** Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles. Described in terms of duration. Occasionally - activity exists up to 1/3 of the time.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees. Described in terms of duration. Occasionally - activity exists up to 1/3 of the time.
- **Crouching:** Bending the body downward and forward by bending legs and spine. Described in terms of duration. Occasionally - activity exists up to 1/3 of the time.
- **Crawling:** Moving about on hands and knees or hands and feet. Described in terms of duration. Occasionally - activity exists up to 1/3 of the time.
- **Reaching:** Extending hand(s) and arm(s) in any direction. Frequently - activity exists up to 2/3 of the time.
- **Handling:** Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears. Frequently - activity exists up to 2/3 of the time.
- **Fingering:** Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling. Occasionally - activity exists up to 1/3 of the time.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips. Occasionally - activity exists up to 1/3 of the time.
- **Talking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instruction to other workers accurately, loudly, or quickly. Occasionally - activity exists up to 1/3 of the time.
- **Hearing:** Perceiving the nature of sounds by ear. Frequently - activity exists up to 2/3 of the time.
- **Near acuity:** Clarity of vision at 20 inches or less. Frequently - activity exists up to 2/3 of the time.
- **Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are. Frequently - activity exists up to 2/3 of the time.
- **Color vision:** Ability to identify and distinguish colors. Frequently - activity exists up to 2/3 of the time.

### **Environmental Adaptability**

- **Exposure to weather:** Exposure to outside atmospheric conditions. Occasionally - condition exists up to 1/3 of the time.
- **Noise:** The noise intensity level to which the worker is exposed in the job environment. Level - loud.
- **Atmospheric conditions:** Exposure to conditions such as fumes, noxious odors, dust, mist, gasses, and poor ventilation that affect the respiratory systems, eyes, or skin. Frequently - condition exists up to 2/3 of the time.
- **Proximity to moving mechanical parts:** Exposure to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Occasionally - condition exists up to 1/3 of the time.

### **Data Conception**

Analyzing: Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

### **Disclaimer**

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

**The Mt. Lebanon School District is an Equal Opportunity Employer**

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.