Job Description: CUSTODIAN - FLOATER

PRIMARY FUNCTION:
The Custodian - Floater is a position with a high degree of responsibility in custodial services. When the Building Manager (BM) or the Assistant Building Manager (ABM) is absent, the incumbent performs their responsibilities as defined by their job description. Incumbent performs the daily cleaning activities which include technical guidance to subordinates and semi-skilled workers, and consults and supports the building principals and education staff.

This position is responsible for cleanliness and maintenance of the school and grounds, assuring the safe and efficient operation of the facility. The Custodian - Floater will be required to make daily inspections of the building(s) and grounds.

This position requires having a vast knowledge of the Work Order System, Energy Management Program and must have good working knowledge of building structures, HVAC and ancillary equipment, including the operation of all utility systems. This position will be responsible for taking charge or making appropriate assignments for corrective action and response in all immediate emergencies requiring skilled maintenance repairs.

REPORTS TO:
Building Manager, Assistant Building Manager.

SUPERVISES:
Provides technical guidance to subordinates and semi-skilled workers.

TYPICAL DUTIES AND RESPONSIBILITIES:
- Under direct supervision of management, assigns work to staff as required.
- Make routine inspections to determine whether work has been properly performed.
- Maintain security by checking for unlocked doors, windows and unauthorized occupants, reporting anything suspicious to superior.
- Assist immediate supervisor in maintenance of employee records.
- Takes charge of all emergencies, advises superiors, and ensures responsible back-up is available in order to take corrective action as necessary.
- Performs, supervises, and coordinates all custodial services pertaining to building(s) and grounds.
- Assist with coordinating maintenance service and repairs pertaining to the building(s).
- The employee is required to have good computer skills, knowledge of PC operations and software (Word processing and spreadsheet) and typing skills.
- The ability to generate work orders as requested.
- Use hand and power equipment.
- Provide for the safety of the building, its users, and the staff by enforcing policies, monitoring potential safety/liability problems and assisting faculty to meet their needs.
- Responsible for the efficient operation of the school.
- Perform all custodial functions including but not limited to: daily floor cleaning and care, trash removal, bathroom cleaning, cafeteria cleaning, pool maintenance.
- Replace lighting, replace HVAC filters.
- Perform grounds functions including snow removal, courtyard and grounds maintenance, graffiti removal, pool maintenance and grass cutting as needed.
- Provide for the security of the building by following proper opening and closing procedure(s).
- Seeks to take on increased responsibilities and take independent action.
- Reacts well under pressure; treats others with respect and consideration regardless of their status or position; accept responsibility for own actions; follows through on commitments.

- Looks for ways to improve and promote quality; demonstrate accuracy and thoroughness; develop and implements cost saving measures; conserve organizational resources.
- Always is willing to assist.
- Maintains a positive image and tidy appearance.
- Performs related work as required.

NOTE: *The above description covers the principal duties and responsibilities of the job and shall not be construed as a complete listing of all duties or as a contract.*

EDUCATION, QUALIFICATIONS & EXPERIENCE:

Completion of a High School Degree is preferred but may be substituted by progressive equivalent job experience. Experience should include a well-rounded background in custodial maintenance and general knowledge of heating, boilers, air conditioning, electrical and plumbing systems. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of or ability to learn a Work Order System and Energy Management Programs.
- Must have good working knowledge of building structures, HVAC and ancillary equipment, including the operation of all utility systems.
- Basic knowledge of boilers, heating and air conditioning systems, electrical systems, building and grounds maintenance and minor equipment repair.
- Ability to read and understand; policies and procedures; various Federal, State and Local codes and regulations involving fire, safety, environmental and sanitation.
- Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals.
- Ability to follow instructions, respond to directions promptly, complete tasks correctly and on time.
- Ability to approach others in a tactful manner.
- Ability to write clearly and informatively; present numerical data effectively; to write routine reports and correspondences.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to situations.
- Ability to set priorities and make appropriate decisions on assignments contingent upon availability of manpower.
- Ability to delegate work assignments, matching responsibilities to staff, set expectations and monitor delegated activities.
- Ability to identify and use sound judgment to resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions.
- Ability to use equipment and materials properly.
- Ability to supervise and train subordinate employees.
- Ability to be physically active from light to medium type of work in various environmental conditions.
- Ability to create a positive team spirit; to build moral and group commitments to goals and objectives.
- Ability to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Trained in green cleaning and the associated green cleaning custodial equipment.
- Ability to properly dilute various cleaning chemicals, use and ensure their safety, as well as others who come in contact with chemicals.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

Physical Requirements	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Touch, handle, or feel				X
Reach with hands & arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Working Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet / humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes / airborne particles			X	
Toxic / caustic chemicals				X
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

Lifting or force to be exerted?

How much and how often?	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
More than 100 pounds	X			

SALARY, BARGAINING UNIT & APPLICABLE TERMS OF EMPLOYMENT:

Terms of employment and salary governed by Local 287 of Council 4.