

Regional School District #16
POSITION DESCRIPTION

Position Title: **Custodial Night-Time Supervisor**

Reports to: Principal/Head Custodian

Approved by: Board of Education Date: August 16, 2006

POSITION SUMMARY: Assumes responsibility and/or management for security/maintenance to provide clean and functional buildings and grounds.

ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES:

- Performs all duties listed for position of Custodian.
- Supervises custodial staff.
- Supervises in the general cleaning of the school building: offices, corridors, classrooms, toilets, non-instructional and instructional area.
- Assumes responsibility for the general fire safety of the building, knows the alarm system.
- Supervises snow removal: shovels, plows and/or sands walks, driveways, parking areas and steps, as appropriate.
- Assumes responsibility for the general security of the building: the closing of the building each school day and determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- Keeps an inventory & advises Head Custodian of need of supplies, equipment, and fuel on hand, and orders needed replacements far enough in advance so that they may be delivered in such time as will not hinder the operation of the schools.
- Reports immediately to the Principal/Head Custodian any damage to school property.
- Responds to emergency situations in school buildings such as power failure, plumbing, heating or vandalism.
- Notes any significant occurrence or maintenance items in the school's pass-down log.
- Ensures that proper coverage and scheduling is enacted when regular help is absent. Report any custodian that is absent or late to work to a Head Custodian.
- Provides other custodial/or supervisory functions as assigned.

NIGHT TIME SUPERVISORY RESPONSIBILITIES:

Custodial Staff

QUALIFICATION REQUIREMENTS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular and consistent attendance is essential for this position.

EDUCATION AND/OR EXPERIENCE:

A minimum of a high school diploma or general education degree (GED).

LANGUAGE LEVEL:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

OTHER SKILLS AND ABILITIES:

Knowledge of plumbing, electrical, HVAC operations and general building maintenance. Knowledge of or ability to learn building, fire and waste disposal codes. Knowledge of and ability to supervise and schedule custodial cleaning/maintenance staff. Knowledge of and experience in keeping records.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical qualifications include (a) freedom from communicable diseases; (b) lifting of objects up to 60 pounds of weight; (3) ability to reach, bend and climb ladders over eight feet in height in discharge of duties; (d) ability to drive tractors and small vehicles and operate snow blowers.