

**CLASSIFIED EMPLOYEES
SHAWNEE MISSION PUBLIC SCHOOLS
POSITION DESCRIPTION**

POSITION TITLE: Lead Custodian, Middle School

DIVISION: District Operations **DEPARTMENT:** Operations & Maintenance

DAYS SCHEDULED: 261 Days

SALARY SCHEDULE: Custodial, Grade 7

REPORTS TO: Head Custodian

I. GENERAL DESCRIPTION

Responsibility for housekeeping, grounds maintenance. Heating, ventilation, air conditioning operations, minor maintenance and supervision of building operations. Demonstrate effective communication skills in dealing with students, staff, co-workers and persons visiting the facility.

II. EXAMPLES OF DUTIES AND RESPONSIBILITIES

- A. Responsible for achieving district housekeeping and grounds maintenance standards.
- B. Directs the efforts of assigned personnel in achieving these standards in accordance with Head Custodian prepared work assignments.
- C. Responsible for operation of building heating plants and systems, as well as operator maintenance and inspection.
- D. Performs minor repairs.
- E. Responsible for building operations outside normal hours.
- F. Other duties as assigned by Head Custodian.

III. TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

- A. Three years experience in custodial or related field.
- B. Ability to train and lead personnel.
- C. Must be able operate and maintain operations and maintenance equipment including, but not limited to, lawn mowers, floor waxer, snow blowers, heating & air conditioning systems, and any other equipment designated by the Manager of Operations & Maintenance.
- D. Must be able to climb, stoop and bend, and must be in good health and physical condition. Must be able to access remote areas of buildings, including unstable surfaces, and areas with construction debris; may need to be able to climb ladders and scaffolds, crawl through tunnels and other limited access areas.
- E. Must be able to lift and carry 50 pounds of equipment.
- F. Should possess minimum maintenance skills concerning plumbing and electrical systems.
- G. Should possess ability to safely mix and apply appropriate chemicals.