

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

POSITION TITLE: Head Custodian, Elementary

DIVISION: Business Services **DEPARTMENT:** Operations & Maintenance

DAYS SCHEDULED: 260 Days

REPORTS TO: Custodial Supervisor/Principal

I. GENERAL DESCRIPTION

Responsible for housekeeping, grounds maintenance, heating, ventilation, air conditioning operations and supervision and equipment control. Minor maintenance, service work initiation and building operations are also the responsibility of the Head Custodian. Demonstrate effective communication skills in dealing with students, staff, co-workers and persons visiting the facility. Must be able to work any shift and/or days, due to the event of inclement weather and/or emergency situations.

II. EXAMPLES OF DUTIES AND RESPONSIBILITIES

- A. Responsible for achieving district housekeeping and grounds maintenance standards.
- B. Prepares work assignments and directs the efforts of assigned personnel in achieving these standards.
- C. Responsible for operation of building heating plants and systems, as well as operator maintenance inspection.
- D. Conducts building operator inspections and minor repairs, or initiates maintenance service calls to the Operations & Maintenance Department.
- E. Answers to the building principal/Custodial Supervisor for building operations.
- F. Is responsible for inventory control of assigned equipment.

III. TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

- A. Three years experience in custodial or related field. Must have high school education or equivalent. Ability to train and lead personnel.
- B. 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.
- C. 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. Should possess minimum maintenance skills concerning plumbing and electrical systems.
- F. Should possess ability to safely mix and apply appropriate chemicals.

In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.