



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Head Custodian – Engineer (Class III)</i>	Department / Building: <i>Elementary buildings</i>
Reports to: <i>Coordinator of Facilities and Site Operations</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: <i>B32</i>	Bargaining/Work Unit: <i>Custodial Employees</i>
Position Last Updated: <i>12/2008</i>	Next Position Description Update: <i>01/2013</i>

SECTION II: JOB SUMMARY

To oversee and coordinate the daily cleaning, maintenance and operations of the building in a manner that meets district standards for site appearance and safety, and ensures a condition of operating excellence, in order to provide a quality education in a safe and clean environment for all staff, students and community members. Also provides work direction to custodial staff, ensuring that routine maintenance and building projects are completed efficiently and effectively.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Maintenance and Building Systems Monitoring
Percent of Time:	50%	

Tasks involved in fulfilling above duty/responsibility:

- Inspects, tests, monitors and performs general repairs and preventative maintenance on boilers, air handling units, plumbing, electrical and HVAC systems, life safety systems, roofs, generators, fire pumps, exhaust fans, domestic hot water systems, etc., ensuring proper equipment operation and structural integrity.
- Performs general repair and replacement of furnishings and fixtures.
- Performs general repair or replacement of motors, belts, and filters and does re-lamping as required.
- Performs minor building maintenance and repair.
- Adjusts HVAC, lighting and access control to accommodate building usage and minimize energy consumption.
- Develops, documents and ensures compliance with an effective program of preventive maintenance and safety.
- Assists with building walk-throughs for consultants, insurance and health and safety officials.
- Serves as the main building contact for buildings and grounds activities related to the reservation and rental of the building and facilities.
- Recognize and eliminate unsafe conditions or report them to supervisor for action.

Duty/Responsibility No:	2	Statement of duty/responsibility: Custodial
Percent of Time:	35%	

Tasks involved in fulfilling above duty/responsibility:

- Open and secure building in accordance with established schedule.
- Clean assigned areas of school building, including such tasks as removing trash, vacuuming, sweeping, scrubbing sinks and counters, and cleaning windows, in accordance with established cleaning standards.
- Clean school and office furniture and fixtures including, but not limited to, desks, tables, chairs, and lockers, in accordance with established cleaning standards.
- Operate all types of power floor machines, scrubbers, wet and dry vacuums and carpet maintenance machines.
- Performs general sidewalk care and upkeep of grounds, which may include trash removal, snow removal and/or mowing and trimming, weeding, pruning, and graffiti removal.
- Continuously monitors facilities and grounds to ensure compliance with district standards for site appearance and safety.

Duty/Responsibility No:	3	Statement of duty/responsibility: Work Direction and Administrative Duties
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Provides work direction and coordinates the activities of assigned custodial staff including the scheduling of projects and assignment of tasks in a manner which makes the most effective and efficient use of available staff and resources, ensuring completion of such in a timely manner.
- Provides instruction to custodians on safe and efficient methods of cleaning and maintenance.
- Provides input regarding employee performance to the Coordinator of Facilities and Site Operations for the purpose of performance evaluation.
- Determines custodial work schedule, ensuring appropriate building coverage at all times.
- Procures equipment, services and materials as required to accomplish assigned duties.
- Assists in the preparation of capital outlay and maintenance budgets, providing specific requests to fund building operations, equipment and maintenance programs.
- Verifies and codes all custodial bills, forwarding completed bills to central services for payment.

Duty/Responsibility No:	4	Statement of duty/responsibility: Vendor Relations
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates repairs and inspection with outside vendors on matters related to building maintenance.
- Reviews District policies and procedures with contractors, vendors and suppliers to ensure a uniform understanding of the District's performance expectations on projects or services for which they have been selected.

Duty/Responsibility No:	5	Statement of duty/responsibility: Special Projects
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Serves as a member of the building emergency response team and safety committee, and other committees as assigned.
- Set up / take down for activities at the school.
- Facilitates and oversees building usage for organized groups and building rentals and provides assistance to building and district staff, and community members who rent facilities.
- Keeps up to date on best practices related to building maintenance and custodial related issues.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to clearly communicate and reinforce standards and expectations.
- Knowledge and the ability to clearly communicate in verbal or written form.
- Ability to create a team environment where members work collaboratively to accomplish goals and meet expectations.
- Ability to develop and maintain good working relationships with outside contractors, vendors and suppliers.
- Knowledge of district policies and procedures.
- Ability to read and understand labels and comprehend operating directions.
- Understanding of, and ability to comply with, local laws for storage and disposal of trash, hazardous waste, and flammable liquids.
- Demonstrated mechanical knowledge, skill and ability sufficient to perform equipment maintenance and repair in a timely and efficient manner.
- Familiarity with current custodial and maintenance practices.
- Skill and ability to operate commercial cleaning equipment, including but not limited to, floor scrubbers, carpet extractors, vacuum cleaners, burnishers etc.
- Ability to maintain and make minor repairs to buildings.
- Basic plumbing, electrical, and carpentry knowledge.
- Ability to work independently and cooperatively and effectively communicate with students, staff and community members.
- Ability to set priorities, handle multiple tasks and take direction from multiple sources.
- Ability to be flexible and make necessary adjustments in an ever-changing environment.
- Ability to climb ladders and work on scaffolds.
- Ability to monitor delegated activities and motivate others to perform their job well.
- A demonstrated dedication to the conservation of energy.
- Ability to learn new computer programs and stay current with changes in technology.
- Knowledge and ability to work with various HVAC systems and controls.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school education or its GED equivalent.
- Post high school or vo-technical training in a related field preferred.
- Current State of Minnesota issued boiler license appropriate to the building assigned.

SECTION VI: EXPERIENCE REQUIREMENTS

- Two years custodial experience in an educational setting preferred.
- One year of supervisory experience preferred.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)				
Demands		Demands		Demands
Physical		Lifting/Carrying		Exposure to Environ. Conditions
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids
Walking	C	Up to 25 pounds	F	
Sitting	O	Up to 50 pounds	F	
Talking in person/on the phone	O	Up to 75 pounds	O	Toxic chemicals
Pushing/Pulling	O	Up to 100 pounds	O	Moving parts
Hearing	O	More than 100 pounds	N	Electrical shock risk
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)		Extreme cold (non-weather)
Crouching, crawling, kneeling, squatting	F		F	Extreme heat (non-weather)
Stretching/reaching with hands & arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions
Distinguishing smell	O		O	Sight
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus
Traveling by automobile	O			Looking at computer monitor
				Color vision (identify & distinguish colors)
				Peripheral, depth perception