

## TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

<b>POSITION TITLE: Lead Custodian cc2314, 543, 892, 1507, 1693, 488, 2202</b>		
<b>Date: 3/14/2023</b>		
<b>Reports to:</b> Facilities Supervisor		
<b>Supervises:</b> No		
<b>Affiliated Position</b> TCU		
<b>Terms of Employment:</b> Full Time                      Year-Round                      Non- Exempt		

### SCOPE:

Responsible for the oversight of all custodians at their designated facility. The Lead Custodian should check in with all shifts, assign duties as needed, assign overtime, and manage an events calendar for their facility. The Lead Custodian is expected to communicate with the Facilities Supervisor on any disciplinary or other concerns related to their facility.

*This position is considered an “Essential Personnel” and as such is expected to work during weather and other types of emergencies which may occur outside of the normal work schedule.*

### POSITION DUTIES AND RESPONSIBILITIES:

- Maintains the overall cleanliness of district buildings to include trash removal, cleaning of all floors, dusting, and cleaning windows/glass doors.
- Assign duties to custodians working in their buildings.
- Ordering of all custodial supplies and tools.
- Provides security, opens, and locks school buildings to meet daily needs.
- Delivers and picks up packages, supplies and other goods as necessary for school operations on or off campus.
- Performs setup and take down of school events and activities.
- Assists in moving heavy objects such as: furniture and equipment for meetings, workshops, and a variety of other purposes.
- Act as steward of the facilities by ensuring lights are turned off in classrooms and offices not being occupied.
- Attend in service training for custodial service employees as required for continued employment.
- Complete “Work Order Request” forms for maintenance repairs and submit to Maintenance Mechanic and/or Facilities Supervisor.
- Perform continuous safety inspections, rectifying issues and reporting repeat offences to their supervisor so it can be addressed. This includes blocked egresses, unauthorized items hanging from ceiling, blocked safety shower/eyewash stations, exit signs out, items blocking vents or heaters, extension cords being improperly used, or any other safety concern.
- Perform winter operations such as snow shoveling, scraping ice, treating walks and stairs.
- Maybe required to work athletic events or other school activities inside or out, work may include setup, take down, field striping, raking, cleanup, trash removal etc.
- Maintains a safe work environment.
- Maintains confidentiality of information.
- Complies with all Timberlane Regional School District policy and building / department rules, procedures, practices, and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by their supervisor.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

- High School Diploma or GED equivalent
- Prior custodial experience preferred.

### **LICENSE/CERTIFICATION:**

Valid state driver's license.

### **Necessary Knowledge, Skills, and Abilities:**

- Detail-oriented, organized, reliable.
- Experienced in custodial duties and event management.
- Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
- Ability to safely use and maintain custodial equipment.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.
- Good communication skills.

## **PHYSICAL ACTIVITY REQUIREMENTS:**

### **Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Frequently required
3. Lift 25 to 50 lbs:	Frequently required
4. Lift over 50 lbs:	Occasionally required
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Frequently required
7. Carry 26 to 50 lbs:	Frequently required
8. Carry over 50 lbs:	Occasionally required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

### **Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
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2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Not required

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Occasionally required
4. Squatting:	Frequently required
5. Kneeling:	Frequently required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Occasionally required

**Summary of Occupational Exposures:**

The work environment is varied and is characterized by loud noise. Up to 2/3 of the work could be performed outdoors under varying weather conditions. There is regular need to work in high places, work with toxic or caustic chemicals and to be exposed to fumes or airborne particles, extremes in temperature, and vibrations. There is more regular risk of electrical shock and work near moving mechanical parts. Equipment used includes hand trucks, snow blowers, telephones, personal computers, and pneumatic tools, power, and hand tools. The compactness of space and accessibility could cause inconveniences and stress at times. Safety hazards are present and must be avoided.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.*