

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Custodial Trainer
Pay Table:	Support
Pay Grade:	13
FLSA Status:	TBD
Job Code:	704
Reports to:	Custodial Coordinator/Custodial Director

JOB SUMMARY

Under the general supervision of the Custodial Coordinator and/or Custodial Director, the Custodial Trainer designs and conducts training for custodians and supervises Custodial Interns.

ESSENTIAL JOB FUNCTIONS

- Studies custodial responsibilities and required equipment and supplies. Talks to custodians and investigates new procedures.
- Assists in developing lessons for custodial training program. Revises training program as required.
- Arranges for required training supplies and equipment. Delivers and maintains custodial equipment on loan to various schools.
- Coordinates and conducts custodial training programs. (Custodial coordinators, asbestos specialists, etc. also participate in training.). Trains full time custodial incumbents, newly hired full time custodians, and some part-time custodians.
- Arranges field-training custodial projects for trainees (Trainees participate in custodial work to complement classroom training.). Coordinates work assignments with principals, coordinators, etc.
- Supervises, assists and instructs trainees participating in work projects.
- Evaluates trainees during their 3-year probationary period. Makes recommendations concerning terminations and permanent hires.
- Maintains training records on computer. Also maintains manual record of training progress.
- Empties, cleans, and makes minor repairs on custodial equipment while instructing trainees.
- Coordinates and arranges substitute custodians for conventional schools.
- Assists school custodial staffs with day and night emergencies. Available on 24-hour call.
- Supervises and assists in special assignments as directed by Custodial Coordinators and/or Custodial Director.

- Assists with clean up after water problems.
- Substitutes for Head Custodians as required.
- Assists with building checks on weekends and holidays and acts as an emergency responder for fire and water damage.
- Attends training seminars, as needed.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- Five (5) to seven (7) years of progressively responsible experience.
- District custodial training certification.
- Drivers License
- District chemical safety training, asbestos training, and M.S.D.S. hazardous communications training required after hiring.

KNOWLEDGE, SKILLS AND ABILITIES

- Good communications skills.
- Thorough knowledge of custodial responsibilities.
- Ability to effectively organize and present training.
- Strong interpersonal skills and ability to supervise people.
- Ability to use small office equipment and computers.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, grasping, handling, lifting, mental acuity, pulling, pushing, reaching, speaking and talking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.