CUSTODIAL FOREMAN II

Maintenance and Custodial Services Department

Purpose:

The Custodial Foreman II provides direction, leadership, organization, and planning for Custodial Services at a middle school or a medium-sized facility, and oversees the maintenance of an attractive, sanitary and safe campus or facility for students, staff and the public, and minimizes property damage, loss, and liability exposure. The Custodial Foreman II assumes responsibility for the quality of cleanliness and upkeep by providing direct service and by overseeing the work of Custodians at the site.

Reports to: Custodial Field Supervisor or Maintenance Services Supervisor
Indirectly reports to: School Principal and/or Assistant Principal.

Nature & Scope:

The Custodial Foreman II works independently following standardized routines under general supervision primarily at a single location. The nature of the work requires adherence to policies, procedures, and regulations. Independent judgment and decision-making is required in matters not having established rules, regulations or policies. The incumbent interfaces and problem-solves with school administrative staff, teachers and non-licensed school staff, colleagues, students, and visitors. Because this job involves frequent interaction with students, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people. The incumbent does not have supervisory responsibilities, but does provide substantial guidance and direction to all Custodians who work at the site. Custodial Foremen assigned to the Maintenance Department may also provide leadership and direction for various summer cleaning crews.

Distinguishing Characteristics:

The Custodial Foreman I, Custodial Foreman II, and Custodial Foreman III all provide direction, leadership, organization, planning and quality assurance for Custodial Services at a school site or facility, and share most Essential Job Functions. The distinguishing characteristics correspond to the *total area, total square footage, floor levels, enrollment, crew size, and number of outbuildings and portable classrooms.*

- The Custodial Foreman I typically directs, leads, organizes, plans, and ensures quality in an elementary school or a smaller-sized facility.
- The Custodial Foreman II typically directs, leads, organizes, plans, and ensures quality in a middle school or a medium-sized facility.
- The Custodial Foreman III typically directs, leads, organizes, plans, and ensures quality in a comprehensive high school or large-sized facility.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Ensures proper standards of cleanliness and solid building appearance with regard to the custodial, maintenance, and grounds needs of the facility.
3. Plans, implements, oversees and participates in the custodial activities of the site. Coordinates onsite work activities of Custodians.
4. Interfaces with school administrators to discuss and problem-solve facility needs.
5. Ensures the proper operations and maintenance of all heating and cooling systems at the site.
6. Inspects work areas to ensure that the areas are clean and suitable for safe operations and identifies necessary repairs due to vandalism, equipment breakage, weather conditions, or normal operating wear.
7. Assumes a leadership role and assists with the direction of work.
8. Monitors the building operations and maintenance systems (e.g., ventilation systems, generator alarms, fire alarms, firefighting equipment) to ensure a safe and efficient working environment; responds to immediate safety or operational concerns such as system failures, fires, and water leaks, and takes appropriate action to resolve immediate safety issues and ensure a safe and efficient working and learning environment; responds to non-urgent issues by submitting a work order as appropriate or making a recommendation to the building administrator or Field Supervisor. Makes minor repairs to facility to ensure proper working operations and appearance.
9. Prepares documentation to provide written support and/or convey information.
10. Picks up paper, trash, and debris around the interior and exterior of the site; rakes; sweeps and cleans walkways and entrances; disposes of trash and washes out trash cans; and performs daily and routine cleaning and upkeep:
    a. Vacuums, cleans, and extracts (shampoos) rugs and carpets.
    b. Cleans floors by sweeping, mopping, burnishing, and scrubbing.
    c. Cleans, dusts, and polishes woodwork, desks, furniture, glass, and other items.
    d. Services soap dispensers, paper towel dispensers, and similar containers.
    e. Empties and cleans wastepaper baskets and other refuse containers.
    f. Assists office staff with mail and deliveries to areas of the school.
    g. Moves and adjusts chairs, desks, tables, supplies, furniture, and equipment.
    h. Strips, seals and waxes floors.
    i. Removes spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures.
    j. Washes and scrubs walls, lavatory fixtures, windows, drinking fountains, drains, lights, light fixtures, and painted surfaces.
    k. Operates power sweepers, burnishers, and other power equipment.
    l. Inspects work upon completion of assigned schedule and completes any unfinished work.
11. Packs, unpacks, loads, receives, and stores books, supplies, materials and other items.
12. Shovels and applies ice melt to walks, steps, and portable classroom deck systems as necessary.

13. Inspects and maintains roof drains, gutters, downspouts, parking lot and playground catch basins and exterior lighting. Reports graffiti and arranges for removal.
14. Orders supplies according to established guidelines and procedures; submits maintenance work orders for repair work needed; monitors and performs preventative maintenance.
15. Determines equipment needed at site and arranges for equipment deliveries such as floor scrubbers, buffers, and shampooers.
16. Responds to emergency cleanups and to immediate needs for cleaning, mechanical or safety assistance as requested by school staff.
17. Ensures that all operating records and logs are in order and current.
18. Sets up and removes equipment (e.g., chairs, tables, bleachers, portable walls) prior to and after activities.
19. Locks and unlocks doors and gates as appropriate; maintains security of assigned areas according to established guidelines; turns alarms systems off in the morning and, when necessary, secures building at the completion of the shift.
20. Services lockers, including locker repairs, combination changes, and lock replacements.
21. Plans and implements appropriate responses to emergency situations. Actively participates in all fire and safety drills.
22. Assists in the development and updating of building operation manuals and custodial routes.
23. Reports safety, sanitary, and fire hazards to appropriate authority; reports and recommends needed maintenance repairs to appropriate authority.
24. Routinely follows proper cleaning procedures and uses proper chemicals and cleaners safely, productively, and according to directions given in training.
25. Routinely uses and operates cleaning equipment and tools safely and in accordance with the training instructions provided. Learns and utilizes new tools and technologies as needed by the District.
26. Attends training courses as required and responds to instructions both on the job and in training classes.
27. Assists in training Custodians on proper cleaning procedures, chemical use, equipment, tools and technology.
28. May provide input prior to the performance evaluation process for existing Custodians at their school site.
29. Directs and escorts students, visitors, and community members.
30. Participates in major summer cleaning projects as assigned, and assists the Maintenance Field Supervisor with special projects related to building operations.
31. Maintains effective working relationships with other members of the custodial staff, school personnel, students, and parents. Effectively works and communicates with students, parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.
32. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma or G.E.D.
2. Must possess three-years experience in custodial work or any combination of experience and training that would provide the applicant with the desired skills, knowledge, and ability to perform the job.
3. Must read, understand, and follow multi-step written and verbal instructions in English.
4. Must be able to perform basic math calculations.
5. Upon hire, must demonstrate understanding of basic health standards to comply with District and State regulations and must demonstrate an understanding of safety practices and procedures.
6. Must be able to comply with District and State regulations as they relate to District building and safety.
7. Must demonstrate the ability to adhere to safety practices and to comply with District procedures for use of custodial cleaning produces and equipment.
8. Must demonstrate the ability to follow a set routine at a pace that meets District standards, and must demonstrate the ability to meet deadlines and schedules.
9. Must demonstrate flexibility to changing working environments.
10. Must demonstrate the ability to use District cleaning equipment and solve problems related to equipment operations.
11. Must be able to operate small lift equipment, power and hand tools, and must possess the ability to work from ladders.
12. Must be able to operate blowers, Billy-Goat leaf vacuum systems, compact utility tractors, and other small landscape equipment.

Additional Requirements Specific to this Position:

1. Must be able to pass a physical exam.
2. Must be able to pass a criminal background check.
3. Must possess a valid Oregon or Washington driver's license.
4. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.

Working Conditions:

The Custodial Foreman II largely works indoors, but will also work outside in all kinds of weather, and often in the dark. Most of the custodian's work-time involves undertaking activities of a physical nature. Seasonal weather-related activity such as cleaning leaves in the fall, ice and snow in the winter and window cleaning in the summer months may require prolonged work time outside.

The incumbent will frequently stand, but will also walk, climb stairs and ladders, sit, push, pull, bend, stoop, kneel, and reach in the normal course of their workday. At times the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping, and

kneeling. The incumbent will routinely lift up to 55lbs, by him/herself and lift more than 55lbs with assistance.

The work environment is regularly routine and often quiet, but the work environment will also frequently include moderate to loud noise. The work environment includes exposure to fumes, cleaning solvents and vibration with some equipment. Other potential exposures and hazards include but are not limited to: Chemicals, toxins, dirt, playground/office equipment, furniture, communicable diseases, and power/hand-operated equipment and machinery.

Work Year: 260 days
Bargaining Unit: OSEA
FLSA Status: Non-Exempt
Date Approved: February 10, 2016
Date Revised: February 10, 2016

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.