

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: Assistant Facility Manager – Junior High

Pay Table: Support

Pay Grade: 7

FLSA Status: Non-Exempt

Job Code: 715

Reports to: Head Custodian, Junior High

JOB SUMMARY

Under the general supervision of the Head Custodian, the Junior High Assistant Head Custodian supervises part-time custodians and assists in the cleaning and maintenance of the school building and grounds, sets up equipment for special events, and assists school personnel with work requests.

ESSENTIAL JOB FUNCTIONS

- Prioritizes and organizes custodial projects (i.e. refinishing of gym). Prepares or assists in preparation of custodial calendar.
- Delegates work assignments to part-time custodians, supervises them, and assists them with their work.
- Cleans and maintains assigned areas of the school (offices, faculty lounge, classrooms, restrooms, physical education areas, receiving dock, garbage area, etc.). Unlocks building doors. Vacuums hallways during the day and cleans up trash. Cleans entryways, carpet, tile, walls, glass, and drinking fountains throughout the building. Checks and fills soap, towel, and other dispensers and empties pencil sharpeners. Assists with lunchroom supervision and cleanup, sweeping and mopping the lunchroom and taking out kitchen and lunchroom garbage. Empties garbage cans and wastebaskets and replaces bags. Assists with deep cleaning.
- Assists with maintenance and repair of equipment and facilities. Checks pressure and water volume in boiler and records temperature. Replaces filters and oils and maintains ventilation systems. Replaces light bulbs and cracked windows and repairs broken lockers, furniture, hinges, dispensers, etc. Assembles school furniture and equipment. Assists in refinishing gym floor.
- Assists community groups renting school facilities. Resolves scheduling problems; monitors people in the building during non-school hours; arranges for needed equipment; may be required to maintain record of hours facility used, equipment required, etc.
- Assists with outside maintenance, including watering, mowing and edging the lawns, trimming shrubs, weeding, and cleaning up trash. Removes snow and ice from the grounds in the winter and applies ice melt.

- Assists with inventories and with the receipt of custodial supplies and equipment. Stocks custodial closets with properly labeled supplies.
- Reports major maintenance problems to Head Custodian and assists maintenance workers that come to the school.
- Sets up the gym or cafeteria for school assemblies, concerts, athletic events, or other activities (including evening activities) and cleans up afterwards.
- Secures building (locks doors and windows, turns off lights and electronic equipment. On call for after-hours emergencies. Contacts police and fire departments as required; contacts security to arrange for security hours, etc. May be assigned to conduct weekend and holiday building checks, when head custodian is not available.
- Assumes the responsibilities of the head custodian in the head custodian's absence (weekend building checks, receives materials, opens the building, etc.).
- Completes requests made by school personnel (moves furniture, feeds animals, etc.).
- Gives assignments to students working off poor citizenship grades and supervises their work.
- Maintains school safety equipment such as fire extinguishers. May be required to assist State inspectors with building safety inspections.
- Checks restrooms periodically to reduce vandalism.
- Assists in training of new employees in chemical safety, GHS sheets, and general cleaning and maintenance of the building.
- Lifts heavy supplies for the cooks, stocks freezer shelves.
- May be required to move furniture, equipment, supplies, etc.
- Receives shipments of school supplies and delivers them to the office or the classrooms.

MINIMUM REQUIREMENTS

- One (1) year of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- High School diploma or equivalent.
- District custodial training program certification.
- District head custodial training program required after hiring.
- District chemical safety training, asbestos training, and GHS hazardous communications training required after hiring.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and write and perform basic mathematical calculations.
- Working knowledge of heating/air conditioning systems, alarm systems, carpentry, plumbing, welding, engines, and electrical work.
- Knowledge of cleaning and sanitation procedures.
- Knowledge of chemicals (GHS requirements).
- Ability to use small office equipment and computers.
- Ability to use or repair small and medium equipment.
- Ability to maintain accountability for inventory and property.
- Ability to make budget recommendations and manage department budget.

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, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a safe, but 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.