

Assistant Head Custodian-High School

Purpose Statement

The job of Assistant Head Custodian-High School is done for the purpose/s of providing custodial services at assigned site; ensuring a clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; preparing facilities for classroom activities and campus events; overseeing assigned substitute custodians; and preparing status and work order reports.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assembles a variety of furniture and small equipment for the purpose of ensuring availability of items in a safe working condition.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Compiles and maintains written materials (e.g. supply requisitions, work orders, inventory records, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Coordinates and performs summer maintenance (e.g. strip/wax floors, moves furniture, etc.) for the purpose of completing and/or facilitating summer construction.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Observes students, staff and visitors in and around work areas (e.g. halls, gymnasium, cafeteria, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Oversees assigned facility maintenance activities and substitutes for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares buildings and grounds for use by district and non-district events (e.g. gymnasium, cafeteria, library, multi-purpose rooms, etc.) for the purpose of completing set-up design documented in permit (event description).
- Prepares site for daily operations (e.g. closing/opening facilities, securing buildings/swimming pool area, sweeping walkways, raising/lowering flags, etc.) for the purpose of ensuring facilities are safe and operational.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking action or notifying other personnel for resolution.
- Supports the site administrator and site maintenance staff (e.g. grounds, trades, head custodians, etc.) for the purpose of ensuring the completion of of general and site-specific custodial activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; use and storage of cleaning chemicals.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

35