

**CARBON COUNTY SCHOOL DISTRICT ONE**  
An Equal Opportunity Employer

**POSITION:** Head Building Custodian

**LOCATION:** Assigned Site

**REPORTS TO:** Custodian Supervisor/Business Manager

**Primary Purpose:** Support the mission of Carbon County School District One by providing students a safe, attractive, comfortable, clean, and efficient place to learn, play and develop so that full educational use of buildings may be made at all times.

**Essential Functions:**

*All Sites:*

- *Perform scheduled and assigned custodial tasks at the same level and standards as custodians*
- *Supervise and train substitute building custodians*
- *Plan and oversee all maintenance and repair work and cleaning done by custodial staff*
- *Monitor and certify for payment all custodial staff time cards*
- *Evaluate the performance of custodial staff on a regular basis and in accordance with the job description*
- *In conjunction with the Custodian Supervisor, prepare a summative evaluation of custodial staff on a yearly basis*
- *Constantly strive to promote the safety, health, and comfort of students and employees*
- *Promptly report any major repair problems to the principal.*
- *Report heating, ventilation and/or air conditioning system problems to the Maintenance Department and assure temperatures are appropriate to the season as well as maintaining economical usage of fuel, water, and electricity*
- *Prepare and be responsible for a daily work schedule for all custodians*
- *Is responsible, as agreed upon with principal, for the security of building and grounds, and instructing custodians (or substitute custodians) that all doors and windows are to be secured, all lights, except those left on for safety reasons, are turned off*
- *Prepare for school building openings each school day as well as determining the custodial staff assignments*
- *Conduct an ongoing program of general maintenance, upkeep, and repair along with a five year maintenance/repair/replacement schedule*
- *Inspect and be responsible for the repair of carpet vacuum cleaners, doors, windows, etc.*
- *Assemble, repair and refinish furniture and doors when appropriate*
- *Check buildings on weekends for heating problems, vandalism and to ensure boilers are in proper working order*
- *Shovels, plows, and applies De-icer on walks, driveways, parking areas and steps as appropriate and as assigned*
- *Move furniture or equipment which is required for various activities within the building as directed by the principal*

*Additional Functions for Middle School Head Custodians:*

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- *Prepare RMS athletics field for occupancy and secure the site after the activity as well as for all activities at the school*
- *Clean locker rooms, gymnasiums, lobbies, etc. after activities*
- *Provide assistance to building staff members*
- *Replace burned out outside security lights.*

*Additional Functions for High School Head Custodians:*

- *Responsible for preparation of RHS stadium and gymnasium for activities and the security of the sites when finished*
- *Prepare for clean-up, provide assistance to monitors and secure the site after all activities*
- *Provide assistance to building staff members*
- *Assist in painting as needed*
- *Assist maintenance department crews as needed*
- *Assist Business Office's central receiving in the delivery and warehousing of supplies*
- *Assist the school cafeteria in delivery and warehousing of food and supplies*
- *Refinish gymnasium floors*

*Additional Functions for Little Snake River Valley Head Custodian:*

- *Prepare Little Snake River Valley School gymnasium for activities, assist monitors and secure building after activities*
- *Assist in all activities*
- *Assist in painting as needed*
- *Assist in refinishing gymnasium floors*
- *Provide assistance to building staff members as needed*
- *Assist the school cafeteria in delivery and warehousing of food and supplies*
- *Pick up school supplies at the Administrative office and warehouse as needed.*

**Required Qualifications:**

- *Hold a High School diploma or equivalent*
- *Satisfactory completion of AHERA (asbestos) and any trainings deemed required by the District*
- *Ability to communicate in English orally and in writing*
- *Be familiar with basic cleaning equipment, products and hand tools*

**Equipment Used:**

<i>Wet Vac</i>	<i>Hand Tools</i>	<i>Power Portable Tools</i>
<i>Wax Applicators</i>	<i>Extractors</i>	<i>Scaffolding</i>
<i>Vacuums</i>	<i>Scrubber/Buffer</i>	<i>Hand Cart</i>
<i>Hand Truck</i>	<i>Automatic Scrubber</i>	

**Physical Demands:**

- *Ability to lift a minimum of 50 LBS on a regular basis*
- *Ability to work continually either standing, walking or bending*
- *Climb various scaffolding and ladders somewhat frequently*
- *Ability to kneel or squat during the performance of duties*
- *Ability to push or pull handcarts, furniture or other equipment*

**Environmental Demands:**

- *Ability to cope with school related noise*
- *Possess physical and mental capability to be out in any weather common to Wyoming*
- *Ability to work in wet, cold and/or windy conditions when necessary*
- *Ability to cope with dust, fumes and/or odors from cleaning supplies and other sources*

**FLSA Status:** Exempt**NOTICE OF NONDISCRIMINATION:**

*Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net*

*EEO/AA/Vet/Disability Employer*