

CARBON COUNTY SCHOOL DISTRICT ONE
An Equal Opportunity Employer

POSITION: Head Building Custodian

LOCATION: Assigned Site

REPORTS TO: 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:

Custodial Management and Budgeting

- *Establishes and administers schedules, processes and procedures for the regular, ongoing custodial care of all schools and office areas in the District*
- *Establishes and supervises summer cleaning programs and schedules*
- *Prepares and administers the custodial services budget for District and schools*
- *Prepares invoices for custodial purchases*
- *As member of the District's security and emergency response team may have after hours call backs*

Hiring and Supervision

- *Recruits, screens, and recommends staff for hiring; recommends assignments and transfers*
- *Supervises all custodial staff and any additional staff required to maintain the cleanliness of all District facilities*
- *Performs annual evaluations on all employees under his/her direction in accordance with District policy and timelines*
- *Maintains personnel and other records as required*
- *Coordinates staffing needs, cleaning tasks and reviews results with principals and other support staff*
- *Working with building head custodians ensures all substitute custodians have proper training to work safely and efficiently in our facilities*
- *Monitor and certify for payment all custodial staff time cards*
- *Provides training for custodians in all trainings mandated by the district, cleaning techniques, safety and information provided on MSDS sheets*
- *Constantly strive to promote the safety, health and comfort of students and staff*
- *Prepare facilities for opening each school day, this may include snow removal and directing custodial staff assignments*
- *Provides setup and layout of fields for sporting events*

- *Coordinate with the Maintenance Supervisor the inspection of playground equipment and boilers and document as required.*

Materials Management and Procurement

- *Selects and orders materials and supplies necessary for custodial purposes and makes recommendations for capital equipment purchases*
- *Follows guidelines for public procurement tasks as outlined in District and State policy and procedures Maintains an appropriate and accurate inventory of custodial materials, supplies and equipment*
- *Manages the MSDS program for custodial services*
- *Assists in the development of Request for Proposals (RFP's). Requests for Quotations (RFQ's), bids and other procurement documents*
- *Perform and/or supervise preventive maintenance on custodial equipment as needed.*
- *Other jobs as assigned.*

Required Qualifications:

- *High School Degree*
- *Five years' experience in custodial activities and use of custodial equipment.*
- *Five years' experience in supervision.*
- *Ability to communicate in English both orally and in writing.*
- *Valid driver's license and ability to be insured by the District*
- **BA / BS Degree in Business or related major preferred*
- *Knowledge of and experience with public procurement policy, practices and procedures preferred*
- *Experience in the public sector preferred*
- *Experience with supervision of custodial personnel preferred*

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