

CUSTODIAL SPECIALIST

Classification: Custodial Services

Location: Facility Operations

Reports to: Custodial Supervisor

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Custodial Specialist performs equipment repair, delivering of equipment and products, support the summer floor crew, and cleaning crews and can cover for Head Custodians when substitute coverage is not available. The Custodial Specialist and the Maintenance Technician will work closely together and support each other when needed.

Part II: Supervision and Controls over the Work:

The Custodial Specialist receives overall direction from the Custodial Supervisor. The Custodial Specialist operates within district and school policies and procedures, and by applying acceptable custodial standards, Labor and Industry standards, and OSHA standards.

Part III: Major Duties and Responsibilities:

1. Maintain and Repair Custodial Equipment:

- Responsible for all district custodial equipment to include: auto scrubbers, vacuums, burnishers, carpet extractors, side by side, sander, product applicator, and loaner equipment.
- Coordinates and schedules work with contractors and/or sites, working with administrators and vendors to ensure efficiency and positive working relationships.
- Uses effective communications skills (written, verbal, body language) to work positively with contractors, vendors, and District staff, to maintain all equipment.
- Perform basic PM work on all equipment.
- Diagnoses complex mechanical and electrical problems and determine repair work or contracted services as needed.
- Maintain and replace batteries when needed. Make sure custodians know how to properly fill water level in batteries.

- Troubleshoots, repairs and/or replaces electrical controls, components, and systems.
- Thoroughly service equipment when in shop: replace belts, brushes, squeegee, hoses, etc. sanitize and clean unit.
- Fill propane tanks.

2. Cleaning Functions:

- Sweep, mop, vacuum, scrub, and refinish floors; clean, dust and polish furniture; wash windows and walls; clean restrooms; dispose of rubbish, change lights, etc.; make certain all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.
- Pick up litter within the schools and on school grounds.
- Assure safety during inclement weather to include shoveling, deicers, providing slip protection on wet floors, securing against wind damage, etc.
- Apply cleaning chemicals according to established safety procedures.
- Adhere to safety measures for cleaning, lifting, moving, and operating equipment.
- Perform minor repair and maintenance as authorized by district maintenance staff.

3. Administrative Functions:

- Responsible for maintenance service work orders according to district procedures. Follows-through to assure that maintenance is performed in a timely manner and communicated to the schools.
- Responsible for maintaining central inventory and district equipment list.
- Verify that emergency equipment is maintained and repaired as need be.
- Maintain awareness of energy conservation and make suggestions of methods and procedures to consider energy.
- Secure equipment and supplies and protects against pilferage, loss, theft, or abuse.

4. Lead Functions:

- Provide one-on-one training to custodians around use, general maintenance and daily requirements.
- Provide direction, feedback, and guidance that will enable crews to perform their job requirements as directed by the Custodial Supervisor.
- Assist summer gym floor refinishing crew in making sure equipment is ready.
- Responsible for ensuring there is enough flooring product for summer projects.
- Assist in summer training.
- Provide support to building custodians.

Perform other duties as assigned.

Part IV: Minimum Qualifications:

- Incumbents must demonstrate the ability to work in a culturally diverse environment, or have

otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School graduation or equivalent, plus 2 years' experience maintaining and repairing battery/electrical equipment.
- Three or more years' experience as a custodian and at least one year in a lead role. Strong knowledge of cleaning techniques, materials, and equipment.
- Ability to operate power equipment and maintain lift certification.
- Knowledge of office technology within the context of assigned work, to include Microsoft Excel, Word, and use of electronic work order systems.
- Ability to communicate and maintain good working relations with all District employees, vendors, contractors, and public entities.
- Ability to work with frequent interruptions. Ability to meet tight time constraints and deadlines.
- Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work day standing, lifting, and walking. Ability to safely push, pull, move, lift up to 50 pounds and move heavier materials using appropriate equipment.
- Ability to communicate in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.
- Possess a valid state driver license with a safe driving record.
- May be trained in First Aid/CPR and defibrillator training.

Part V: Desired Qualifications:

- Experience with and knowledge of: intrusion alarms, automatic fire alarm/sprinkler systems, HVAC systems and controls.
- Prior experience in providing lead responsibility over other staff.
- Understanding of team work and being a part of a team.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, move about, communicate, hear and speak. Noise level may be high when operating power equipment. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is exposed to wet and/or humid conditions, fumes or airborne particles. Occasionally exposed to toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.