

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Head Custodian

Department: Custodial/Maintenance

Exempt Status: Non-Exempt

**Reports To: Building Principal &
Buildings and Grounds Director**

Date Revised: March 30, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Provide custodial support, advanced mechanical repairs and leadership skills for the School District in order to provide a clean, safe and healthy learning environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

40% Facilities Management

- A. Coordinate and oversee daily completion of building custodial duties to meet conditions of emergencies and daily routine.
- B. Serve as resource person to building staff/students (i.e. custodial activities monitor/oversee work orders).
- C. Responsible for building security.
- D. Assist Buildings and Grounds Director with supervising and working with outside contractors.
- E. Assist Buildings and Grounds Director with building maintenance budget and record keeping.
- F. Recommend capital priorities to administration.
- G. Responsible for adherence to all applicable laws and state and federal law requirements.

30% Maintenance/Repair & Grounds

- A. Perform routine preventative maintenance upkeep on equipment.
- B. Perform minor repairs and maintenance.
- C. Perform major repairs and maintenance.
- D. Responsible for boiler operation and reporting of any concerns.
- E. Maintain maintenance records and inventory.
- F. Order materials and supplies.
- G. Monitor, assist and report asbestos conditions.
- H. Responsible for grounds upkeep including mowing, snow removal, picking up garbage and keeping entrances clean and free of obstruction, as needed.

20% Work Direction

- A. Provides work direction to custodial staff regarding cleaning and maintenance activities.
- B. Responsible for building specific training of custodial staff including subs.
- C. Performs the coordinating, assigning and scheduling of work.
- D. Reviews completed work.
- E. Provides feedback, input and expectations on staff performance.

5% Cleaning/Upkeep

- A. Clean, scrub, strip, seal, wax, buff, vacuum or sweeps floors, stairs, classrooms, gyms, locker rooms, libraries, offices, commons, hallways, restrooms and other designated areas.
- B. Respond to emergency cleanup situations.
- C. Keep the custodial/maintenance room clean and well maintained.
- D. Replace lighting as needed.
- E. Maintain building security: secure building, test and reset fire alarms, lock and unlock buildings, as necessary and perform other security tasks.
- F. Unload school supplies and equipment. Restock shelves with cleaning supplies.
- G. Clean all areas of building in summer months as directed.

5% Set up/Take down

- A. Set up buildings and grounds for special events and other activities as directed.
- B. Take down buildings and grounds for special events and other activities as directed.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Special boiler license required at Pinewood Elementary.
- First class (c) boiler license required at Eastview Education Center, Little Mountain Elementary and Monticello Middle School.
- Chief class (c) boiler license required at Monticello High School.
- Pool certification required at Monticello Middle School.
- Valid Minnesota driver's license required.

Experience:

- Previous lead supervisory custodial experience preferred or other related experience required.
- Previous experience in education setting preferred.

Essential Skills Required to Perform the Work:

- Ability to work safely at all times.
- Recognize and report safety hazards.
- Knowledge of proper cleaning techniques.
- Ability to give and follow written and verbal instruction.
- Ability to employ proper lifting techniques.
- Advanced computer skills.
- Advanced communication skills.
- Ability to work effectively and lead in a team environment.
- Ability to meet deadlines.
- Organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to vary sequence of duties.
- Ability to perform arithmetic calculations (i.e. addition, subtraction, multiplication and division).
- Ability to perform arithmetic calculations (i.e. discounts, percentages, proportions and volume).

- Advanced mechanical repair abilities.
- Demonstrated knowledge of department equipment and procedures.
- Ability to provide leadership skills.
- Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.
- Ability to analyze situations and select a course of action.
- Ability to multi-step and handle sequential problem solving activities that include comparing, analyzing and calculating data relevant to the facility.
- Ability to accept change and respond appropriately.
- Ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates hand tools and ladders.
- Operates cleaning equipment including buffers, carpet cleaners and floor machines.
- Operates basic grounds-keeping equipment including irrigation system, lawnmowers, weed eaters, shovels and rakes, snow blowers, as assigned.
- Operates computer and phone devices.
- Utilizes custodial department software program.

Supervision of Other Employees:

- This position supervises and provides work direction to all custodial staff at the assigned building.
- Position provides training and input related to hiring and evaluation of staff.

Physical Job Requirements:

- Position involves pulling, stooping, climbing, crawling and kneeling
- Position involves extended periods of time on feet.
- Position involves frequent lifting up to 50 pounds and occasionally lifts 75 – 100 pounds.
- Position involves occasional climbing of ladders.
- Position involves occasional repetitive motion in performing tasks.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet strict deadlines.
- Position requires attention to detail.
- Position requires operating equipment that requires concentration.
- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes from more than one person.
- Position requires coordination of manual dexterity with visual attention (eye-hand coordination).
- Position requires supervision of custodians to meet timelines.

Working Conditions:

- Position works around dirt, dust, chemicals and fumes.
- Position involves occasional exposure to blood/bodily fluids.
- Position involves occasional exposure to extreme temperatures.
- Position involves occasional exposure to heights, confined spaces and mechanical equipment/moving parts.
- Position may require evening/night or weekend hours.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Provides a clean, safe, comfortable environment to make the students and staff proud of their school.
- Promotes safety and prevent accidents.
- Ensures building is secured to prevent vandalism and theft.
- Ensures maintenance problems are identified and reported.
- Provides leadership to create school building atmosphere that provides service and facilities to support the educational activities and programs.
- Motivates staff to improve work performed, provides training as needed and safe working practices.
- Purchases supplies and service within the school budget.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.