



SERVICE WORKER

ENGINEER II - LEAD ELEMENTARY

JOB DESCRIPTION

JOB TITLE: Engineer II - Lead Elementary
REPORTS TO: Supervisor - Custodial
LOCATION: Campus Assigned

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-08
DAYS: 260
JOB ID & DATE: CLS-11, October 2023

JOB PURPOSE SUMMARY

The Lead Building Engineer (Custodial Supervisor) plays a crucial role in overseeing the maintenance of a clean, safe, and sanitary environment within the school premises. This position is responsible for ensuring that classrooms, common areas, and facilities are maintained in optimal condition to support the learning environment.

REQUIREMENTS

Education Level Details

A high school diploma or equivalent

License or Certification

Some positions may require a valid driver's license.

Work Experience Required

One year prior custodial experience.

Other Skills and Abilities Required.

Physical stamina and the ability to perform cleaning tasks, including lifting and carrying objects.

Knowledge of cleaning equipment and chemicals used in custodial work.

Attention to detail and a commitment to maintaining a high standard of cleanliness.

Effective communication skills for interactions with school staff and occasional contact with students or parents.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Oversees routine cleaning tasks, including sweeping, mopping, vacuuming, dusting, and disinfecting surfaces in classrooms, hallways, offices, restrooms, and common areas.
- Coordinates the collection and disposal of trash and recyclables in designated containers.
- Ensures that restrooms are clean, stocked with supplies, and in proper working order.

- Manages the maintenance and care of different types of flooring, including carpet, tile, and linoleum.
- Supervises the cleaning of windows, glass partitions, and mirrors to ensure a clear and polished appearance.
- Ensures proper operation, maintenance, and storage of custodial equipment and tools, such as vacuum cleaners, floor buffers, and power washers.
- Assists in maintaining the security of the school by overseeing the locking and unlocking of doors and reporting any suspicious activity.
- Reports maintenance and repair needs to the appropriate personnel.
- Coordinates the setup and breakdown of furniture and equipment for special events or activities.
- Manages responses to emergency situations, such as spills or accidents, and oversees cleanup as necessary.
- Monitors and manages the inventory of cleaning supplies, ensuring timely replenishment when needed.
- Coordinates the clearance of snow and ice from walkways and entrances.
- Supervises the lunchroom setup, including arranging tables and chairs.
- Oversees preventive maintenance to ensure the comfort, health, and safety of students and staff. Coordinates minor building repairs as needed and reports major repair needs to the principal.
- Manages the regulation of heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
- Oversees the movement of furniture or equipment within the building as directed by the principal.
- Ensures the weekly deep cleaning of preschool toys, bedding, mats, and equipment as required by Colorado statute.

Other

- Perform other duties as assigned.
- Maintain a professional appearance and conduct when interacting with school staff, students, and visitors.
- Adhere to all safety protocols, policies, and regulations, including the safe use of chemicals and equipment.

SUPERVISORY RESPONSIBILITIES

Supervises custodial staff, assigning tasks and responsibilities as necessary

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

Physical Demands: While performing the duties of this job, the supervisor is required to stand, climb or balance, stoop, kneel, crouch, or crawl for extended periods of time. The supervisor must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the supervisor will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings, and pool environments. The supervisor may be required to work from a remote location in the event of a district shut-down or other event. Supervisors may be required to work evenings and weekends and attend events where community members are in attendance. Custodial supervisors may be required to work early morning or evening shifts to avoid disrupting school activities.

Mental Functions: While performing the duties of this job, the supervisor is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute, and negotiate.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____