

LYON COUNTY SCHOOL DISTRICT

CUSTODIAL LEAD

Job Group: Operations & Facility Services

Classification: Classified

Terms of Employment: Pay Grade 24 on the Classified Staff Salary Schedule (12 months, 8 hr/day)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under immediate supervision by the Principal or designee and receiving direction from the District Operations & Maintenance Supervisor, coordinates the cleaning work requirements for assigned district facilities, including oversight of custodial employees and cleaning tasks, assists in the evaluation of custodial employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Leads and works alongside a cleaning team, ensuring the assigned areas are cleaned.
2. Trains new custodial employees and responds to questions and concerns on all tasks listed in items 5 through 18.
3. Provides input for recognition, discipline, and assists in evaluations of assigned staff to designated supervisor.
4. Conducts monthly inventory of cleaning materials, chemicals, and supplies and coordinates ordering and receiving of inventory with warehouse personnel or other assigned employees.
5. Washes and scrubs walls, lavatory fixtures, windows, drinking fountains, drains, lights, light fixtures, and painted surfaces.
6. Services soap dispensers, towel boxes, and similar containers.
7. Cleans floors by vacuuming, sweeping, mopping, polishing or scrubbing.
8. Cleans, dusts, and polishes woodwork, furniture, glass and other items.
9. Removes spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures.
10. Empties and cleans wastepaper baskets and other refuse containers.
11. Cleans whiteboards, trays, and erasers.
12. Operates power sweepers, polishers, and other power equipment.
13. Moves and adjusts chairs, desks, tables, supplies, furniture, and changes lights as needed.
14. May be required to move, assemble or disassemble furniture, equipment, or other items, or to assist in other school functions in an emergency or as the need arises.
15. Plans, prepares, and aides in yearly duties.
16. Strips, seals, and waxes floors.
17. Cleans and shampoos rugs and carpets.
18. Completes basic landscaping care, including but not limited to garbage pickup, weed pulling, putting rocks back into rock beds, and reporting additional issues to maintenance personnel for repair or replacement.
19. Conforms to safety standards as prescribed.
20. Performs other tasks related to the position as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of custodial supplies and equipment.
2. Ability to lead assigned staff.
3. Ability to plan and organize work.
4. Ability to understand written and oral instructions.
5. Ability to operate and maintain custodial equipment.

6. Ability to perform physically demanding work.
7. Ability to climb ladders for cleaning and changing of lights.
8. Ability to work flexible work schedules.
9. Ability to work cooperatively with employees, students, and the public.
10. Ability to recognize and report hazards and apply safe work methods.
11. Ability to drive between school sites for work assignments.
12. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
13. Regular and consistent punctuality and attendance are essential functions of the job.

POSITION REQUIREMENTS:

Education, Training and Experience:

1. High school diploma or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Six (6) months experience as a custodian for Lyon County School District.

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. One (1) year experience in a supervisory or training role commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Lyon County School District.

Licenses and Certificates:

1. A valid Nevada driver's license that allows the applicant/employee to legally operate a motor vehicle. License must be maintained for the duration of the assignment.

EXAMPLES OF ASSIGNED WORK AREAS:

Lyon County School District schools and grounds, (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, exterior grounds, etc.), offices, construction sites, etc.

WORK ENVIRONMENT:

Strength: Medium/Heavy - exert force to 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. May involve significant stand/walk/push/pull.

Physical Demands: Occasional climbing, balancing, crouching, and crawling. Frequent stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Vision: occasional near and far acuity, depth perception, and color vision.

Environmental Conditions: Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Portable man-lift, truck-mounted carpet extractor, various cleaning equipment, (i.e. vacuum, backpack vacuum, buffer, etc.).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

| ESSENTIAL FUNCTION | LESS THAN 25% OF TIME | 25% TO 49% OF TIME | 50% TO 74% OF TIME | 75% TO 100% OF TIME |
|---|------------------------------|---------------------------|---------------------------|----------------------------|
| Sitting | X | | | |
| Standing | | | X | |
| Walking | | | X | |
| Bending/Stooping/ Squatting/Twisting | | | X | |
| Crawling | | X | | |
| Kneeling | | X | | |
| Reaching above of body | | X | | |
| Reaching away from body | | X | | |
| Climbing Stairs | | X | | |
| Climbing while working (ladder, stools, roofs, poles) | | X | | |
| Balancing | | | | |
| Lifting &/Or Carrying objects: | | X | | |
| Up to 50 Pounds or 1/3 Bodyweight | | X | | |
| Pushing | | X | | |
| Pulling | | X | | |
| Grasping/ Gripping | | X | | |
| Handling | X | | | |
| Applying Torque (arms) | | X | | |
| Fine Manipulation | | X | | |
| Repetitive Work | | | X | |
| Weight Bearings | | X | | |
| Typing, Keyboarding, or Entering Data | | | | |
| Computer Monitor/ CRT | | X | | |
| Driving a Vehicle | | X | | |
| Working Alone | | | X | |
| Operating Machinery or Equipment: | | | X | |
| Heavy Equipment | X | | | |
| Vibrating Equipment | X | | | |
| Power Tools | X | | | |
| Machine/Electrical Hazards | X | | | |
| Ladders ≥ 6 Feet | X | | | |
| Personal Protective Equipment | X | | | |
| Respirator Use | X | | | |
| Work Conditions: | X | | | |
| High Noises | X | | | |
| Heights | X | | | |
| Confined Spaces | X | | | |
| Heat Stress | | | | |
| Cold Stress | | | | |
| UV Exposure | X | | | |
| Hazardous Chemical/Waste | X | | | |
| >8 Hrs Day | X | | | |
| Overtime/Irregular Hrs | | X | | |
| Senses: | | | | |
| Eyes | | X | | |
| Visually Demanding Work | | X | | |
| Near Vision | | X | | |
| Far Vision | | X | | |
| Depth Perception | | X | | |
| Basic Color Discrimination | X | | | |
| Hearing Protection | X | | | |

| | | | |
|-----------------------|---|---|--|
| Speech Discrimination | X | | |
| Audio Alarms | | X | |
| Ability to Smell | | X | |

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____