

HEAD CUSTODIAN III**DEFINITION:**

Under general supervision of the Director of Maintenance and Operations and the site administrators, to plan, prioritize, assign, coordinate, supervise the work, and personally perform responsible custodial cleaning and maintenance at a comprehensive high school site. Provide training, direction of assigned work and auxiliary duties, and guidance to assigned school site custodians including work methods and best and safe practices.

QUALIFICATIONS:

Experience: Three years of increasingly responsible experience in custodial work, including one year of experience in supervising the work of others.

Education: Equivalent to completion of the twelfth grade.

DISTINGUISHING CHARACTERISTICS:

- Demonstrate the ability to coordinate the cleaning, maintenance, daily operations, and facility use responsibilities of a comprehensive high school where supervision is extended over several employees.
- Incumbents are working supervisors and personally perform many of the duties assigned to incumbents of lower custodial classes.
- Perform essential job functions and job task requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of Director of Maintenance and Operations and the site administrators incumbent will:

- Confer with Principal and supervisors regarding care and cleaning programs at the school site.
- Prepare work schedules and sees that work is done in accordance with instructions.
- Coordinate and schedule cleaning and set up of campus events and outside facility use.
- Perform routine maintenance and light repair of all custodial equipment.
- Train staff in proper care and safe use of equipment.
- Supervise and assist in making minor repairs and adjustments to building fixtures and equipment.
- Report needed major repair work to the proper authorities.
- Check the operation and operational maintenance of heating and air conditioning units.
- Comply with District standards for HVAC filter replacement.
- Conduct inspections of the school plant to insure that standards of safety and cleanliness are met.
- Assist supervisor with compliance of all related government regulations and filing requirements.
- Implement a Hazardous Materials Business Plan for the facility.
- Procure and organize tools, equipment, and custodial supplies.
- Track and maintain inventory levels.
- Maintain organization in main store room and all custodial areas.
- Receive, screen, and assign priority to requests of faculty members.
- Assign custodial staff to fill requests.
- Make assignment of custodial staff for overtime work at special events.
- Prepare summer work schedules and supervise school plant restoration projects.
- Keep records and prepare reports.
- As required, participate in cleaning and maintenance activities.
- If applicable, supervise and assist in operating and cleaning of swimming pools.
- Train custodians in site security procedures.

KNOWLEDGE:

- Modern cleaning methods and the use and care of cleaning materials and equipment.
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.
- Solid understanding and working knowledge of Integrated Pest Management principals and regulations.
- Appropriate handling, storage and disposal of hazardous materials/waste.

HEAD CUSTODIAN III**ABILITIES AND SKILLS:**

- Written and verbal communication skills.
- Estimate quantities and types of materials needed in the cleaning and maintenance of a large school site.
- Communicate effectively and professionally, on call during work shift.
- Utilize a PC and office software including email, spreadsheets, word processing, work order system, and facility use calendar.
- Train staff and employ IPM strategies across the facility.
- Work cooperatively with those contacted in the course of work.
- Correctly demonstrate sufficient strength, mobility and range of motion to arm lift 53 pounds and floor lift 53 pounds in an employee entrance evaluation.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment as well as outside in various weather, and come in direct contact with District staff and the public.