



Lead Custodian

DepartmentMaintenance

SupervisorDirector of Buildings & Grounds

Duty Year260 days

Duty Week40 hours

StatusNonExempt (Union)

Shift Day or night shift or as required

(hours and days of service may vary at certain times of the year and are subject to change according to District needs)

Position Overview & Responsibilities

Responsible for ensuring the mechanical and security operations of the building are in good working condition in order to provide a clean, safe and healthy learning environment for students and staff. Responsible for the care and maintenance of building grounds.

- Inspect and monitor heating, plumbing, electrical, and ventilating systems for efficient and proper equipment operations.
- Operate building security systems, fire alarm systems, PA, and clock systems, and perform maintenance of food service equipment.
- Assign and coordinate work schedules for custodial staff to ensure work is completed in a timely, sanitary, and safe manner.
- Perform repair of furnishings, building, mechanical, and electrical equipment as needed.
- Responsible for opening the school and ensuring its safety and operational efficiency.
- Responsible for custodial inventory of supplies and equipment in building. [HS1]
- Monitor and record daily energy usage information.
- Perform daily set up and clean of lunch room areas.
- Maintain grounds surrounding building.



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- Attend meetings, workshops, and training sessions as directed by supervisor.
- Perform other related duties as assigned.

Requirements & Qualifications

High school diploma or equivalent is required. Required class of a [HS1] boiler license as required by building is strongly preferred, and must otherwise be attained within a determined timeframe by the District. Ability to pass physical requirements evaluation is also required. Previous experience working in maintenance or other related experience is preferred.

Physical requirements are an essential function of this position and include the ability to lift and carry objects, pushing and pulling, crawling and kneeling, bending and twisting, climbing ladders, and similar physical activities. This position also involves extended periods of time on feet and repetitive motions in performing tasks. Will need to be able to lift a minimum of 50 pounds, occasionally lifting 100 pounds or more.

This position requires the ability to effectively communicate with multiple district personnel connected with student services in the building including administrators, activities, staff, food service, and community education. In addition, this role requires an ability to effectively monitor and coordinate staff to ensure a clean and properly maintained building.

Essential Functions & Skills

This position requires an ability to work safely at all times.

- Ability to coordinate and communicate effectively with administrators and staff.
- Management and motivation of staff.
- Ability to recognize and report safety hazards.
- Knowledge of proper cleaning techniques.
- Ability to follow written and verbal directions.
- Ability to employ proper lifting techniques.



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- Basic communication and computer skills.
- Ability to work effectively in a team environment.
- Organizational and time management skills.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.