



Annandale Public School District 876

JOB DESCRIPTION

Position Title:
Day Lead Custodian

Department:
Custodial

FLSA Status:
Non-Exempt

Immediate Supervisor:
Head Custodian

Grade Placement:
10

Job Summary:

Under the direction of the Head Custodian, the Day Lead Custodian leads day-shift custodial operations while continuing to perform custodial and maintenance work. The position serves as the lead person and primary contact on the day shift, monitors building operations and security, assists facility users, coordinates maintenance and repair needs, responds to emergencies, and helps provide a safe, comfortable, clean, and well-maintained learning environment for students, staff, faculty, and community users.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Cleans and maintains all assigned workspaces.
2. Leads custodial operations on the day shift while continuing to perform custodial and maintenance work; provides day-to-day direction and coordination for custodial activities as needed.
3. Serves as the lead person and primary contact on the day shift, monitoring the building and assisting facility users.
4. Performs rounds to monitor building security, facility conditions, maintenance needs, and emergency situations.
5. Assists internal and external groups using district facilities and oversees event set-up and facility security.
6. Assists in setting up the gymnasium, classrooms, or other areas for athletics, activities, and meetings when necessary.
7. Secures building doors and turns lights off when locking up assigned areas.
8. Assists with seasonal grounds work as directed.
9. Performs repairs to furniture, equipment, and all building systems as directed. Coordinates repair requests, performs preventative maintenance, and completes more complex facility repairs.
10. Monitors facilities and equipment for maintenance needs and communicates maintenance issues and shift updates to the Head Custodian or, at the High School, the Director of Buildings & Grounds.
11. Responds to emergencies and directs staff response in accordance with district procedures and the needs of the situation.
12. Assists with inventory, supplies, and equipment management.
13. Attends meetings, workshops, and training sessions as directed.
14. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education, Training and Experience Requirements:

- High School Diploma or equivalent.
- Three years of custodial or facility maintenance experience.

License/Certification Requirements:

- Class 2C Boiler License preferred.

Knowledge required to perform the essential functions of the job:

- Knowledge of cleaning techniques and materials.
- Knowledge of floor and carpet care.
- Knowledge of proper application, use, storage, and clean up of chemicals.
- Knowledge in use and maintenance of all operating equipment.
- Knowledge of all safety precautions applicable to trade.
- Knowledge of basic facility maintenance, preventative maintenance, building systems, and repair practices.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Ability to interact and communicate appropriately with students, staff, facility users, and the general public.
- Ability to work independently with minimal supervision and provide day-to-day leadership and direction to custodial staff.
- Skilled in following assigned custodial schedules and assignments in accordance with department standards and requirements.
- Ability to use tools and cleaning equipment applicable to trade.
- Ability to read, understand, and follow safety procedures.
- Ability to perform maintenance and repair work, including more complex facility repairs within the scope of the position.
- Skilled in observation and identification of necessary repair or maintenance of facilities, equipment, and building systems.
- Ability to prioritize work, coordinate repair requests, communicate shift updates, and respond effectively to emergency situations.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Heavy Work: Exerting up to 100 pounds of force occasionally, up to 25 pounds of force frequently and up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.