EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Lead Custodian
Department	Buildings & Grounds
Reports To	Director of Buildings & Grounds
Classification	Hourly Buildings & Grounds
Location	Elementary Schools and District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Lead Custodian is responsible for daily maintenance activities of assigned facility and grounds to provide a safe and clean physical environment for students and staff. The Lead Custodian instructs staff on proper cleaning/maintenance procedures and is responsible for planning and directing custodial operations as needed as well as implanting health, safety, and security procedures in the assigned facility.

Essential Job Functions

- Performs daily duties as head custodian of assigned facility.
- Directs custodians in performance of duties and ensures quality of work accomplished by custodial staff.
- Assists in development of work schedules.
- Trains staff and substitutes on custodial, maintenance, and safety procedures.
- Maintains facility maintenance records.
- Submits work orders, requisitions, and supply orders.
- Inspects and cleans all areas of the assigned building and performs preventative maintenance of equipment.
- Sanitizes the building and provides timely assistance for urgent cleaning situations as needed.
- Coordinates custodial activities for activities and events.
- Ensures safety of building/grounds by inspecting and correcting safety deficiencies on a daily basis.
- Removes snow and ice from entrances, walkways, parking lots, and other areas as needed.
- Monitors plumbing/electrical/HVAC systems for proper operation and corrects or refers deficiencies to maintenance staff.
- Monitors/Programs Building Automation System as needed for daily operation.
- Assists in development of the 5-year maintenance plan.
- Assists in operation of building security.
- Acts as a member of the Crisis Intervention Team.
- Acts as the designee for building checks and emergency responses, including responding to after-hours phone calls as needed and taking necessary actions.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Minimum of two years successful school cleaning experience, including summer operations.
- Must maintain bloodborne pathogens, lift, and other required certifications.
- Experience or training in boiler operations including summer maintenance.
- Experience or training in basic electrical, HVAC, and plumbing.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Technical degree in electrical, HVAC, plumbing or related field.
- Supervisory training or experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to interact constructively with staff members at all levels, students, and the general public.
- Ability to operate computer-based heating and air conditioning systems.
- Ability to train staff in custodial/maintenance operations.
- Ability to plan, schedule, and keep accurate records of custodial operations.
- Ability to work independently without direct supervision.
- Ability to become lift certified.
- Ability to travel to other District locations in compliance with the District driving policy.
- Ability to respond to after hours calls for facility maintenance issues as needed.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to inclement outdoor weather conditions, wet/humid conditions, vibration, extreme temperatures, oils, risk of electrical shock, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, fumes/airborne particles, moving mechanical parts, or loud noise levels.
- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.
- May be required to work at heights up to 25 feet.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to hear, feel attributes of objects, grasp, push, stand, walk, reach, stoop/kneel/crouch, climb/balance, and operate mechanical equipment.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must have clarity of vision, three-dimensional vision, and precise hand-eye coordination to inspect facility for safety issues and operate maintenance equipment.
- May occasionally be required to lift or push up to 100 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.