



## Position Description: Head Custodian

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Head Custodian	<b>Department:</b> Facilities
<b>Reports to:</b> Director of Facilities & Transportation	<b>FLSA Status:</b>
<b>Classification:</b>	<b>Bargaining/ Work Unit:</b> SEIU Local 284
<b>Position Last Updated:</b> September 2021	<b>Next Position Description Update:</b>

### SECTION II: JOB SUMMARY

To assume delegated responsibility and accountability for the operation, leadership and maintenance of the assigned school site, including the building; HVAC; boilers; pumps; and mechanical equipment of the physical plant systems in a manner that helps ensure a safe, secure, and comfortable environment.

To provide effective work direction for custodial staff assigned to the site, and perform custodial / general maintenance responsibilities as scheduled or required.

### SECTION III: DUTIES AND RESPONSIBILITIES

<b>Duty/ Responsibility Number:</b>	<b>1</b>	<b>Statement of Duty/ Responsibility:</b>
<b>Percent of Time:</b>	<b>75%</b>	

#### Tasks involved in fulfilling above duty/ responsibility:

- Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- Develops and maintains collaborative and equitable work relationships that contribute to a pleasant and productive workplace.
- Coordinates activities of assigned custodial personnel including the timing and priority of work assignments; resolving problems and providing effective work direction on a daily, weekly and yearly basis.
- Determines and establishes start times and work schedules for custodial staff assigned to the site, making the best use of available personnel and materials, to help ensure that general work responsibilities and specific projects is completed as expected.

- Meets with and provides effective work direction to staff assigned to the site and / or performs a wide variety of custodial and general maintenance responsibilities, capturing and logging all completed work and into the appropriate database.
- Instructs custodial staff and demonstrates procedures and techniques to help ensure a uniform understanding and approach to work assignments that will meet expected quality and timeliness standards.
- Follow, maintain and review all Health and Safety guidelines such as Lock Out Tag Out, Confined Spaces, Electrical Hazards, etc.
- Provide a safe environment for students, staff and the community. For example, maintaining and repairing any potential hazards, maintaining site turf, sidewalks and potential security issues, etc.

<b>Duty/ Responsibility Number:</b>	<b>2</b>	<b>Statement of Duty/ Responsibility:</b>
<b>Percent of Time:</b>	25%	

**Tasks involved in fulfilling above duty/ responsibility:**

- Verifies time sheets for site custodial staff and reviews vacation requests and overtime in a manner consistent with District policies and guidelines.
- Evaluating individual and collective performance of assigned personnel and providing them ongoing feedback on accomplishments. Monitoring project results and taking corrective actions required to meet established quality and timeliness standards. Providing work direction at the site.
- Participates in the interviewing and selection process of custodial staff candidates.
- Confers regularly with the Supervisor, District Engineer and / or Principal to review and evaluate the quality and timeliness of custodial work performed, preventive maintenance and any special maintenance / replacement schedules covering the building systems and operations for which accountable.
- Monitors and troubleshoots the operation and condition of the building systems including Building Automation Systems, HVAC, boilers, pumps, swimming pool and supporting mechanical equipment, taking corrective action as required and/or alerting the District Engineer, Supervisor and Principal in serious or emergency situations.
- Monitors and controls the inventories of all site custodial and maintenance supplies and materials for which responsible.
- Performs other job-related responsibilities as apparent or assigned.

**SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated knowledge and experience with the proper operation and maintenance of HVAC, security, fire protection, and other building systems, including swimming pools.
- Sufficient knowledge of building construction to perform all responsibilities of this position related to the operation and maintenance of the physical plant.
- Demonstrated ability to provide effective work direction and instruct others on established custodial and maintenance procedures and processes.
- Demonstrated strength and stamina to perform all the physical lifting and moving of equipment, materials and supplies as required in this position.

**SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS**

- High School or GED equivalent and at least four years' experience in a comparable building and grounds operation and maintenance function.
- State of Minnesota Chief Class C or 1-C boiler licensure is required.
- Certified pool operators' license where applicable.