



Thompson School District Classified Job Description

Job Title: Lead Custodian, Middle School **FINAL**
Revised Date: February 2017
Work Year: 260 days
Department: Facilities Services/Custodial
Reports To: Custodial Coordinator
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY Perform cleaning and maintenance duties, maintain building, grounds and equipment to proper health and safety standards. Supervise up to four custodians and aid the Principal, when needed, to facilitate school operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Open or close building and ensure school is in operable condition for use throughout the day. Check heating, cooling, electric, water systems, windows, doors, bathroom facilities and remove snow/ice from sidewalks and stairways.
- Maintain the lunchroom by cleaning tables, sweeping and mopping floors and taking out trash. Set up for special meetings in gym, library, etc.
- Repair minor building structures including plumbing, HVAC, electrical, sprinkler, mechanical furniture and lockers.
- Supervise other custodians and temporary help, including organizing and directing summer and non-contract cleaning and maintenance of building and grounds, special projects, personnel management and training.
- Interact with public, district, students and building staff regarding rules of the grounds, gym and auditorium to ensure public safety and safeguard interest of the school district.
- Move, store and deliver furniture, books, supplies and miscellaneous equipment delivered to the school.
- Develop custodian budget. Maintain supplies and track use of supplies. Document MSDS information. Upkeep and maintain all custodian equipment.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Basic math, writing, communication, and accounting skills.
- Basic knowledge of accepted custodial cleaning methods.
- Ability to work and interact with students.
- Basic maintenance skills such as plumbing, electrical and grounds.
- Operating knowledge of custodial equipment such as floor scrubber, carpet extractor, vacuum and buffer required at hire.
- Operating knowledge of personal computer, lawn and snow tractor preferred at hire.

SUPERVISION/TECHNICAL RESPONSIBILITY:

Directly supervises up to four custodians. Spends less than 50% of time conducting supervisory responsibilities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; appraising performance; and assisting with hiring and disciplining.

EDUCATION AND TRAINING:

High school diploma or equivalent preferred. Ability to write and speak English preferred. Equivalent combination of education and experience accepted.

EXPERIENCE:

Over two years experience in custodial work and at least one year of building maintenance work. Previous supervisory experience required.

CERTIFICATES, LICENSES, & REGISTRATIONS:

CPR and First Aid preferred at hire. Propane burnisher certificate acquired within 6 months after hire.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, the employee must be familiar with the safety rules of the job and participate in all safety training provided by the department. Employee must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if unsure how to perform a task safely, stop and ask supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed.
- Employees are expected to immediately report any unsafe working conditions or safety problems to the immediate supervisor. Until corrective action is taken, ensure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

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 the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk and use hands to finger or feel. The employee frequently is required to reach with hands and arms, stoop, kneel, or crouch. The employee is occasionally required to sit; climb or balance; talk or hear. The employee must regularly lift and/or move up to 20 pounds frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.