

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Head Custodian
Job Family: Custodial Services
Department: Custodial Services
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY Direct the work of custodial staff. Ensure standards of cleanliness, sanitation, minor maintenance of building and grounds, safety, security are met. Ensure a safe and pleasant learning environment for students, staff, and the public. Order supplies and initiate repair and maintenance work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES *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.*

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|---------|-----|--|
| D | 35% | Direct, perform and maintain housekeeping throughout building and grounds to ensure high standards for cleanliness, sanitation, and maintenance. Inspect buildings and grounds daily for appearance standards, safety, fire hazards, and maintenance needs; report maintenance needs to the Facilities Department. Move heavy equipment and furniture and perform grounds keeping work. Assist in maintaining building security. |
| D | 15% | Communicate with students, staff, administrators, teachers, community members, and supervisors to ensure and promote a clean, healthy, and efficiently operating facility, responding quickly to cleaning requests as well as emergency repairs, spills, accidents. |
| D | 20% | Perform preventive and minor maintenance; keep records; assist maintenance personnel in maintaining properties. Initiate work orders in the work order system for building, equipment, and grounds maintenance needs to Facilities Department. |
| D | 10% | Coordinate school facilities for public use and activities. Organize and direct custodial coverage for activities and keep records of time required for business office billing. |
| M | 8% | Track and maintain orders and inventories. Ensure proper storage of supplies. |
| A | 2% | Train custodial staff in emergency shutoffs and control valve locations and proper operation of the device. |
| M | 5% | Assist in the selection, training, observation, and recommendation of discipline regarding custodial staff. |
| Ongoing | 5% | Perform other duties as assigned. |

WORK SHIFT: When students are out of school for the summer, custodians who work an evening shift during the school year move to the day shift.

EDUCATION AND TRAINING High school diploma or equivalent. Supervisory training preferred.

EXPERIENCE: At least two years of experience in custodial work. Experience in building trades preferred. Previous supervisory experience preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS Valid Colorado driver's license. Safety and asbestos training required within 3 months after entering position. CPR and First Aid training preferred at hire; required within three months of hire. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Basic problem solving skills.
- Ability to acquire skills necessary to operate various types of cleaning equipment and snow removal equipment
- Ability to prioritize tasks and adapt to changes without notice.
- Ability to train and supervise others
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.
- Operating knowledge of custodial methods and procedures
- Operating knowledge of basic custodial equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Custodial Supervisor

- Takes direction from the building administration team with respect to daily building needs

Direct Reports: This job assist in directing the work of custodians under the direction of the Custodial Supervisor; provides input into the selection and evaluation of custodians.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X

Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date