

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

HEAD CUSTODIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated general knowledge of maintenance equipment used on the job. Be responsible for supervisory work in directing a custodial, light maintenance and site services in a school area. Responsible for planning, assigning and supervising the work of varying numbers of employees engaged in a variety of routine housekeeping and similar tasks. Duties require independent judgment in planning work methods, scheduling work assignments and reviewing the work of subordinates. Levels of Custodian II are determined by "Procedure for Calculating Custodial Personnel Requirements"; able to deal effectively with vendors; able to operate equipment of a highly technical nature (i.e., HVAC). Knowledge of chemicals and how to properly use them.

REPORTS TO:

Principal/Department Head

JOB GOAL

To coordinate activities of subordinate(s) that will provide a safe, clean and positive school site.

SUPERVISES:

Custodial Staff as assigned

PERFORMANCE RESPONSIBILITIES

- (1) Considerable knowledge of cleaning methods, materials and equipment.
- (2) Considerable knowledge of the maintenance procedures essential to the upkeep of buildings.
- (3) Do minor and routine maintenance/repair of plumbing, painting, carpentry, electrical, and heating and air conditioning systems.
- (4) Maintain grounds in a clean and safe condition.
- (5) Observe, interpret and manipulate valves and other controls on heating and cooling equipment.
- (6) Plan work assignments and supervise and direct the work of custodial personnel.
- (7) Train new employees in proper cleaning.
- (8) Deal tactfully with faculty, students and subordinates.
- (9) Keep minor records and make reports.
- (10) Read and interpret manuals on use and maintenance of sophisticated equipment.

**Board Approved April 20, 1998
Amendment Board Approved April 15, 2003**

HEAD CUSTODIAN (Continued)

- (11) Exercise skill in the application of methods and techniques used in janitorial work, especially as applied to supervision, and in the care and use of pertinent tools, equipment, supplies and facilities.
- (12) Assign and supervise the work of the janitorial crews and assist in the cleaning and maintenance of the school facilities; inspect offices, meeting rooms, classrooms, hallways and restrooms for cleanliness and proper maintenance; supervise the care of adjacent grounds; instruct employees in the proper use of janitorial supplies and equipment; requisition and distribute janitorial supplies and prepare proper reports on employee work hours and materials used.
- (13) Open and secure buildings and gates or assign task to a responsible employee; perform the more difficult custodial operations; do a substantial amount of first-line maintenance on buildings and equipment.
- (14) Assist maintenance crews in major repair work.
- (15) Monitor emergency equipment.
- (16) May be required to wear respirator for some tasks.
- (17) Use effective, positive interpersonal communication skills.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.
- (19) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 9-15
10-12 months
8.0 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.