

**LEAD DAY CUSTODIAN
CYPRESS SCHOOL DISTRICT #64**

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent
2. Knowledgeable of basic methods, supplies and equipment used in custodial and maintenance work
3. Knowledgeable of safety and sanitation practices necessary for the custodial maintenance of school facilities
4. Superior work habits and ethics
5. Excellent communication skills – written and verbal
6. Ability to work independently (self-motivated) and as a team member
7. Supervisory skills for directing work of custodians
8. Ability to work well with administration, faculty, students and parents
9. Ability to perform duties as outlined

REPORTS TO Superintendent/Principal

SUMMARY Oversees the maintenance of all buildings and grounds for the District.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

A. PERSONNEL

1. Trains, instructs and supervises custodial personnel in all aspects of their job duties.
2. Directs and assigns work schedules to all custodial employees in accordance with workloads and available staff.
3. Checks the condition of all buildings and grounds on a regular basis.
4. Evaluates the performance of all custodial employees on at least an annual basis.
5. Serves as the immediate supervisor for all maintenance and custodial employees and responsible for responding to all employee issue/concerns at the immediate supervisor level.
6. Responsible for taking corrective disciplinary action against all maintenance and custodial employees such as verbal warnings and written reprimands. Make recommendations on the hiring, transfers, promotions, suspension and dismissal of custodial employees.
7. Maintains appropriate records.
8. Assists in the cleaning of school facilities and performing maintenance tasks for the purpose of maintaining a sanitary, safe and attractive environment.
9. Effectuates, implements and carries out all Board policies and procedures.

B. ADMINISTRATION

1. Maintain inventory of tools, equipment and supplies necessary to accomplish the daily task of the custodial, ground, and maintenance staff.

2. Coordinate with the Superintendent on the development and monitoring of custodial, maintenance, grounds budget.
3. Recommend priorities for major capital improvement projects.
4. Develop a system for efficiently handling emergency repairs.
5. Prepare reports on cost of work projects and related material and labor cost.
6. Conducts routine and periodic inspections of schools and facilities.
7. Develop and direct a preventive maintenance program.
8. Develop a daily schedule control to insure pre-assignment of work for all custodial personnel.
9. Make recommendations on the hiring of contractors to perform certain repair projects.
10. Inspect work performed by outside contractors and verify that the terms of all such contracts have been fulfilled.

C. SAFETY

1. Responsible for all fire and security alarms and procedures related to district-owned buildings.
2. Inspect monthly buildings, grounds, and playground equipment for needed repairs and maintenance.
3. Perform tort risk management duties as set forth in the District's Risk Management Plan including serving as a liaison to the various consulting services, claim and adjustment services, and insurance companies, communicate concerning claims against, or on behalf, of the district, and other tort duties that may be assigned.
4. Perform tort risk management duties as set forth in the District's Risk Management Plan, which shall include, but are not limited to,
 - a. identifying and implementing techniques to reduce liability exposure and to monitor the effectiveness of the implemented techniques;
 - b. development, identification and training of personnel regarding the components and responsibilities concerning inspection of buildings, grounds, and equipment to provide protection to the District, its employees and the public, daily inspection of buildings and grounds and operation of the district's building security system;
 - c. the maintenance of the legal and safe conditions of the buildings and grounds.
- Responsible for the district's compliance with state and federal laws regarding employee and student health and safety, asbestos, radon, lead, etc.
- d. the supervision of all personnel performing maintenance duties within the Risk Management Program; and
- e. the ordering, procuring, and bidding of supplies and outsourced services in such a manner that the District meets all requirements for freedom from tort liability situations, which would include meeting the requirements for toxic materials, comparable name-brand equipment and/or supplies, lowest responsible bidders (as appropriate), etc,
- f. performs other tort duties that may be assigned.

D. OTHER DUTIES

1. Performs all duties of the Custodial position as required
2. Performs other duties as assigned

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Sweeps, mops, waxes, and polishes floor finishes using manual or electrically powered equipment.
2. Dusts and polishes desks, chairs, shelves, equipment, brass ceiling and gymnasium lights, louvers, and other building furniture.
3. Cleans lavatories and restrooms using required detergents and sanitary materials.
4. Cleans equipment, trophy cases, and other fixtures and arranges them in a neat and orderly condition.
5. Empty waste containers, gather trash and litter, and place it in proper disposal containers.
6. Unlocks and locks assigned buildings at designated times, checks them for safety and security, sets alarms and in case of irregularities notifies proper authorities and takes emergency measures as required.
7. Washes all glass including windows, partitions, framed pictures and door glass as needed.
8. Performs other tasks common to building sanitation and cleanliness.
9. Moves and stores furniture, supplies, and miscellaneous equipment as needed.
10. Removes snow from steps, walks, and drives as needed.
11. Reports items that require major repair to supervisor.
12. Participates in setting up and cleaning stages, bleachers, seating, and other equipment for special school events.
13. Assists in setting up and cleaning bleachers and other tasks necessary for gymnasium use as required.
14. Assists in repairs and adjustments to school building and equipment.
15. Has excellent relationships with other employees and practices superior work habits.
16. Maintains a positive attitude and has excellent attendance and promptness.
17. Highly dependable and maintains a high level of personal fitness.
18. Uses sound judgment and produces an excellent quality of work.
19. Can adapt when necessary and is of sound and moral character and background.
20. Empties waste containers and gathers trash on grounds around outside of buildings.
21. Cleans and maintains HVAC equipment.
22. Paint and repair as needed.
23. Close windows and turn off lights, lock and secure doors, and set alarm.
24. Perform tort risk management duties as set forth in the District's Risk Management Plan, including a daily inspection of respective areas of assignment for a risk free environment, and other tort duties that may be assigned.
25. Oversee night time janitor.
26. Other duties as assigned by Supervisor/Administrator.

ESSENTIAL DUTIES RELATED TO GROUNDS WORK:

1. Maintenance of outbuildings and fences.
2. Maintenance of grounds:
 - a. grass care such as mowing, weed trimming edging sidewalks
 - b. parking lot upkeep

- c. ground maintenance work
- d. irrigation
- e. snow removal
- f. perform landscaping
- g. apply pesticides to athletic fields and school grounds
- 3. Sports field preparation:
 - a. Lining
 - b. surface preparation
- 4. Asbestos work during inclement weather (only if certified to perform asbestos work)
- 5. Asphalt patching and sealing
- 6. Concrete work
- 7. Maintain mowers and other equipment
- 8. Other duties as assigned by Director of Building Grounds/Administration

ESSENTIAL PHYSICAL REQUIREMENTS

- 1. Lifting, pulling, pushing and moving items (some in excess of 100 pounds) on an occasional basis
- 2. Lifting, pulling, pushing and moving items (20 to 40 pounds) on a regular and repetitive basis
- 3. Emptying trash cans and carts on a regular and repetitive basis (between 5 and 40 pounds)
- 4. Carrying/moving scrub buckets containing up to 3 gallons of water (24+ pounds)
- 5. Operating scrubbers and buffers (electric, propane, etc) up to 24" diameter (requiring twisting, turning, pushing, pulling with significant upper body and arm use/strength)
- 6. Dry mopping floors on a nightly basis and wet mopping spills and soiled areas on an as needed basis (requiring twisting, turning, pushing, pulling with moderate upper body and arm use/strength).
- 7. Reaching on a regular and repetitive basis over head and below knees.
- 8. Removing marks, dirt, gum, etc as needed requiring stooping, kneeling, bending action on a regular and repetitive basis
- 9. Cleaning restroom surfaces on a daily/regular basis requiring stooping, kneeling, bending and hand scrubbing of all surfaces
- 10. All tasks require extensive use of hands including repetitive gripping, grasping, lifting, manipulation of tools, etc. and the ability to ambulate independently and lift significant weight and sized items.

WORK YEAR/SALARY/BENEFITS

The Board of Education shall establish the work year, hours, salary and benefits for this position.