

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Custodial JCOS Trainer (M11)	Job Family: 02
Department: Custodial & Energy Services	Lane Placement: 9
Supervisor's Title: Director of Custodial & Energy Services	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Original date: <u>09/85</u> Revised: <u>05/93</u> Revised: <u>01/96</u> Revised: <u>11/97</u> Revised: <u>01/10</u>	
Revised: <u>07/13</u> Revised: <u>01/16</u> Revised: <u>01/17</u> Revised: <u>05/18</u> Revised: <u>04/19</u>	

GENERAL FUNCTION

Under the supervision of the director of custodial & energy services, the **Custodial JCOS Trainer** (Jordan Custodial Operating Systems) assists the director, serving throughout the District by inspecting all school buildings to ensure District standards are being maintained and assisting in the training of head custodians in all duties pertaining to the JCOS. Oversees and participates in refinishing all gymnasium floors in the District, assists in emergency clean-up of fire, flood and earthquake damage and provides coverage for head custodians in case of absence.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Inspect all school buildings to ensure that all JCOS standards are being maintained.
- Assist in the JCOS training of new trainees relating to JCOS Apprenticeship Level I & II duties required of head custodians.
- Participate in emergency clean-ups (e.g. fire, flood and earthquake).
- Oversee and participate in refinishing all gymnasium floors in the District.
- Perform minor maintenance and repair on electrical, plumbing, heating, cooling and cleaning equipment.
- Operate a light truck to visit any/all schools in the District.
- Provide coverage for elementary head custodians as needed.
- Acts as resource for questions from custodial personnel.
- Train custodians in the proper completion of the following duties and may perform and/or supervise the following as assigned (e.g. general cleaning tasks; perform major summer cleaning of a District building; prioritize and assign work to staff; provide input in employee evaluations; perform minor to moderate repair of building equipment; break down boilers for inspection and reassemble; clear snow and ice; submit work orders for major or special repairs; complete all required paperwork, including payroll, custodial reporting, etc.; ensure the building is secure with locked doors and security systems in operation; order custodial supplies and maintain supply inventory; swimming pool maintenance; deliver loaner equipment; pick up non-placardable quantity of hazardous materials to/from all buildings, etc.).
- May be on-call for building security or emergencies after hours.
- This position requires punctual and regular daily attendance at the work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires three (3) years of related custodial experience with demonstrated competence. Prior District contracted custodial experience highly preferred.
- Requires one (1) year of direct supervisory experience.
- Requires completion of JCOS Basic and JCOS Management courses within one (1) year of hire date.
- Requires Certified Pool Operator (CPO) certification within six (6) months of hire.
- Must demonstrate competence in reading, writing and math.
- Requires knowledge of Jordan School District or equivalent building cleaning standards, policies and Safety Data Sheets (SDS) program, risk management, inventory control and be able to train others in these programs.
- Requires mechanical aptitude in plumbing, electrical and general repair to operate and perform minor maintenance on various heating and cooling systems and cleaning equipment (e.g. scrubbers, buffers, vacuums, drills, lawn mowers, etc).
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Requires ability to organize and direct custodial staff as needed. May need to quickly adjust to school custodial and administrative groups and various building layouts.
- Requires good interpersonal skills. Interacts with principals, teachers, secretaries, custodians and students while performing a variety of daily assignments.
- Requires ability to input and retrieve data from computers.
- Requires ability to assist the director in determining training needs.
- Requires ability to make work allocation decisions when acting as head custodian and in resurfacing gymnasium floors.
- Requires ability to prioritize own work schedule.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Operates a variety of cleaning and repair equipment (e.g. wrenches, drills, snow blowers, floor scrubbers, buffers and vacuums).
- District vehicle.

Physical Requirements – Not limited to the following:

- Frequent walking, standing, hearing, repetitive bending, gripping/pinching, balancing on icy surfaces, continuous sweeping/mopping (up to one hour), wearing and using backpack vacuum (up to two hours), climbing six to 10 foot ladders, carrying ladders 200 plus feet, near and far visual acuity.
- Frequent lifting floor to waist up to 40 pounds, awkward carry up to 40 pounds, awkward lift/push and pull/maneuvering.
- Occasional floor level tipping up to 140 pounds, awkward overhead lifting, floor to shoulder lift up to 50 pounds and single arm lift and carry.
- Occasional squatting, kneeling, stooping and hearing (continuous)
- Some exposure to fumes, dirt, dust, grease, cold and heat.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*