

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Custodial Special Cleaning Lead (P51)</b>	Job Family: 02
Department: Custodial & Energy Services	Lane Placement: 4
Supervisor's Title: Director of Custodial & Energy Services	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>Steven Pearl</u>	Date: <u>5/21/18</u>
ADA Review: <u>Janele Martin</u>	Date: <u>5/22/18</u>
Human Resource Approval: <u>Betsy</u>	Date: <u>5/21/18</u>
Superintendent Approval: <u>Johnson</u>	Date: <u>5/21/18</u>
Original date: <u>05/18</u> Revised: _____ Revised: _____	Revised: _____

**GENERAL FUNCTION**

Under the supervision of the Director of Custodial and Energy Services, the **Custodial Special Cleaning Lead** will assist the head custodians with the cleaning of concrete, ceramic tile and carpet areas throughout the District. Will assist with general and seasonal clean-up tasks at all buildings that can be performed with a trailer mounted high pressure sprayer and van mounted carpet /tile extraction equipment. Will provide day-to-day work direction for an assistant custodian.

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

**ESSENTIAL FUNCTIONS**

- Oversee operations and maintenance of a trailer mounted high pressure sprayer and van mounted mobile carpet/tile extractor. Ensure the van, trailer and equipment are clean and in good working order. Ensure all fluids, belts and preventive maintenance are properly checked and completed. Document maintenance on vehicle and equipment. Report any concerns, issues or damage to the supervisor.
- Drive a District van and trailer in a safe manner, often in narrow or difficult locations.
- Track custodial equipment related to this position following fixed asset tracking procedures. Maintain logs of all equipment and recommend surplus of old equipment and purchase of new equipment.
- Act in a lead capacity on the evening shift during the school year. Summer hours may shift to regular day time hours. Oversee staff training and assigning and monitoring cleaning tasks performed by the custodial workers.
- Provide day-to-day work direction for an assistant custodian. Oversee the safe completion of cleaning tasks as assigned.
- May be required to lock and secure buildings after work completion.
- May require removal of beehives, animal debris or other related items from buildings.
- May be required to work additional hours outside of normal work hours as needed.
- May be requested to respond to emergencies like water extraction from floods or fires.
- This position requires punctual and regular daily attendance.

**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 required.
- Requires one (1) year of related custodial experience in which job-related training and competence have been acquired. District custodial experience preferred.
- Must complete the safety guidelines for operating high pressure washer and carpet/tile extraction equipment prior to equipment operation.
- Supervisory and training experience preferred.
- Experience with truck mounted carpet extraction equipment preferred.
- JCOS Basic and JCOS Management certification preferred.
- Ability to perform basic and regular maintenance on vehicle and custodial equipment (e.g., checking tires, oil, other fluids, belts, checking gauges, etc.).
- Must demonstrate competence in reading, writing and math.
- Must be able to complete assignments at all District locations.
- Requires excellent interpersonal skills. May interact with students, co-workers, school staff and others who use the school facilities.
- Ability to organize and choose an efficient and safe cleaning schedule/route.
- Ability to safely operate a variety of custodial equipment.
- Requires knowledge of safety procedures (e.g. Safety Data Sheets, OSHA, etc.)
- Requires Carpet and Rug IICRC certification for carpet cleaning Technician within six (6) months of employment.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.

**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:**

- Operate a van and trailer with mounted carpet extractor and high pressure sprayer.

**Physical Requirements – Not limited to the following:**

- Constant walking, standing, hearing, repetitive bending, gripping/pinching, balancing on icy surfaces, near and far visual acuity.
- Occasional climbing six to 10 foot ladders, carrying ladders 200 plus feet.
- 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.
- Frequent squatting, kneeling, stooping and hearing (continuous)
- Some exposure to fumes, dirt, dust, grease, cold and heat.
- May be exposed to chemicals or hazardous materials.
- Work in all weather conditions.
- Must wear personal protective equipment

- 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.