

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Elementary Custodial Coordinator (M09)** Job Family: 02
 Department: Custodial / Energy Services Lane Placement: **12**
 Supervisor's Title: Director of Custodial / Energy Services Contract: 245 Days
 FLSA Classification: _____ Non-Exempt _____ Hours per Day: 8
 Original date: 05/98 Revised: 10/09 Revised: 02/12 Revised: 01/16 Revised: 04/19

GENERAL FUNCTION

Under the supervision of the director of custodial & energy services, the **Elementary Custodial Coordinator** conducts all required training for Jordan Custodial Operating System (JCOS), employee orientation in-service and the sweeper training classes. Monitors compliance with the JCOS program and maintains JCOS records. Perform custodial Building Evaluation Progress Reports (BPER) on all buildings in the District. Assists the director and the Department of Human Resources with hiring, promoting and career development of District custodians. Provides input regarding upgrading custodial supplies and equipment. Provides input on custodial, utility, maintenance and operations budgets. Develops and implements an integrated pest management program for all District buildings.

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

ESSENTIAL FUNCTIONS

- Teach the twelve (12) week course on the JCOS program in a classroom setting of 15-30 students per session.
- Work with custodial trainers to perform BEPR on all buildings to ensure that all JCOS standards are being maintained.
- Meet with principals to implement the JCOS program, which includes explaining the program, the associated benefits and following up on training as needed.
- Coordinate the implementation of the JCOS program in all buildings.
- Preplan the cleaning of total square footage of each building, according to District staffing formula and JCOS program.
- Monitor and evaluate each school's progress and the custodial staff's needs to ensure compliance with JCOS, State and Federal standards. Makes changes as needed.
- Coordinate all data to be collected and calculated for monthly reports, reflecting the JCOS program progress and set goals and establish necessary training to meet District guidelines in the JCOS program.
- Monitor and maintain records on JCOS budgets, inventories and procedures and report to the director the results of these reports.
- Research and recommend to the director curriculum revisions according to the JCOS philosophy, as necessary.
- Inspect and survey school buildings, properties, and other District facilities to determine the presence of pests such as insects, rodents, spiders, wasps, and other pests as part of an integrated pest management program (IPM).
- Prepare and maintain IPM inspection and investigation reports.
- Update building maps, inspection records and monitor bait stations as needed.
- Evaluate pest problems and suggest pest prevention measures such as exclusion, sanitation, eliminating harborage, improving storage practices and modifying and/or eliminating vegetation at all district locations.
- Work with State and Federal agencies (e.g., Board of Health, Division of Risk Management).
- Keep updated on policy/ law changes and recommend curriculum changes, as needed.

- Assist the Department of Human Resources and director with hiring custodial staff, monitoring employee progress and career planning.
- Assist the Director with updating custodial supplies and equipment, budgets and allocation of funds.
- Keep up-to-date on changes with Federal and State agencies (e.g. OSHA, Risk Management, Division of Air Quality and the Board of Health) in order to assure the District's compliance with these laws.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Be available and on-call as directed for District facility emergencies.
- May provide coverage if the director is absent.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Participate in committees 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 two years of post-secondary education or training in facilities management or related field plus six (6) years previous job related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires two years of successful experience as a JSD head custodian at any level or as a custodial trainer.
- Ability to provide training in a classroom setting to large groups of employees and the public. Successful classroom training experience highly preferred.
- Requires current JCOS Basic and Management certification or must complete within one year of hire.
- Requires a Swimming Pool and Spa Operation Certification or must become certified within six months from hire date.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Must demonstrate competence in reading, writing, and basic math (e.g. fractions, decimals, percentages).
- Requires excellent communication and interpersonal skills.
- Requires the ability to interact with all levels of employees within the district, including administration, custodian, administrative assistants and sweepers, as well as external vendors, other districts, businesses, etc.
- Requires ability to work under stress to meet deadlines (i.e. school openings, teaching and presentations).
- Requires knowledge in all areas for the custodial field (e.g. floor care, safety, grounds care, etc.). Requires a mechanical aptitude in plumbing, electrical, general repairs, the operating of heating, cooling and indoor air quality.

- Requires a basic knowledge of the New Employee Orientation, swimming pool safety, maintenance and health regulations, State and Federal regulations.
- Requires full understanding of the JCOS Program, including budgets, inventories and BPER, so goals and necessary training can be determined for head custodians, assistant custodians and sweepers.

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:

- Standard office equipment.
- Tools, equipment and machines specific to custodial & energy services.
- Operates District or personal vehicle for occasional inter-District or local travel.

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.*