

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Head Custodian II Special Building (P40)</b>	Job Family: 02
Department: Schools/ Specified Building(s)	Lane Placement: 8
Supervisor's Title: Principal/Director	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>Steven Beard</u>	Date: <u>1-18-2017</u>
ADA Review: <u>Janele Master</u>	Date: <u>1-18-17</u>
Human Resource Approval: <u>Burt Payne</u>	Date: <u>1-18-17</u>
Superintendent Approval: <u>J. P. Moore</u>	Date: <u>1/24/17</u>
Original date: <u>07/13</u> Revised: <u>01/16</u> Revised: _____	Revised: _____

**GENERAL FUNCTION**

Under the supervision of the school principal/department director, the **Head Custodian II Special Building** performs and is responsible for cleaning and maintenance services in a District school or building. Incumbent directs the activities of a small to medium custodial staff in cleaning and maintaining the building and surrounding grounds. Incumbent coordinates the use of the building for extra activities, and ensures the safety, comfort and security of the building.

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

**ESSENTIAL FUNCTIONS**

- Perform and supervise general cleaning tasks (e.g. cleaning restrooms, washing counters, mirrors and other surfaces). Perform major summer cleaning of the building (e.g. washing walls, furniture and other building furnishings).
- Supervise a small to medium size custodial staff which may include a lead custodian, assistant custodian(s) or five to ten sweepers who assist in various custodial duties. Prioritize and assign work to staff. Evaluate employee performance. Authorized evaluator under Jordan Classified Evaluation System. Have input in hiring, retention and promotion.
- Perform minor to moderate repair of building equipment (e.g. maintenance of heater and fan units, glazing windows, repairing playground equipment, repairing furniture, door closures). Break down boilers for inspection and reassemble. Change belts on fan units and repair minor lighting and thermostat problems.
- Provide care of grounds (e.g. watering, fertilizing, trimming, mowing, etc.). Clear snow and ice in wintertime, keeping walks and ramps clear.
- Submit work orders to facility services department for major or special repairs.
- Complete all required paperwork, including payroll, custodial reporting, etc.
- Provide support and be available to assist with building rentals, activities, performances and sport activities.
- Ensure that building is secure with locked doors and security systems in operation. Member of school incident command team
- Incumbent is on-call for building security or emergencies after hours.
- Order custodial supplies and maintain a prudent inventory.
- Monitor the safety of building and grounds (e.g. slippery floors, sharp or broken objects).
- May be responsible to clean and maintain a hot tub and/or swimming pool. Must maintain temperature and chemical balance for student safety.
- 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.

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 High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires two (2) years of related custodial experience with demonstrated competence. Prior District contracted custodial experience preferred.
- Supervisory and training experience preferred.
- Must demonstrate basic competence in reading, writing, and math.
- Requires mechanical aptitude in plumbing, electrical, general repair and mechanical repairs (e.g. scrubbers, buffers, vacuums, drills and weed eaters).
- Requires ability to organize and direct the activities of a small custodial staff.
- Requires ability to problem solve and initiate activities within established guidelines (e.g. ordering supplies, determining how best to make minor repairs).
- Requires ability to recognize safety hazards that need attention.
- Requires ability to solve a variety of problems with building and fixtures (e.g. broken valves, plugged drains, broken floor tiles and equipment malfunctions).
- Requires ability to service, clean and store cleaning and maintenance equipment.
- Requires knowledge of safety procedures (e.g. SDS, blood borne pathogens, health codes, risk management).
- May require Certified Pool Operator (CPO) certification within six (6) months of hire.
- Training in the current Jordan Custodial Operating System (JCOS) required within one year of hire.
- Must have effective interpersonal skills. Interacts with students, co-workers, other school staff and others who use the school facilities.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**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).

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

- Constant 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.