

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Secondary Custodial & Energy Coordinator (M08)	Job Family: 02
Department: Custodial & Energy Services	Lane Placement: 12/13
Supervisor's Title: Director of Custodial & Energy Services	Contract: 245 Days
FLSA Classification: <u> Non-Exempt </u>	Hours per Day: 8
Original date: <u> 04/19 </u> Revised: <u> </u> Revised: <u> </u> Revised: <u> </u>	

GENERAL FUNCTION

Under the supervision of the director of custodial & energy services, the **Secondary Custodial & Energy Coordinator** will be responsible for performing custodial Building Evaluation Progress Reports (BPER) on all buildings in the District. Oversees inspections of grounds throughout the District. Supervises custodial and grounds trainers. Monitors the preventive maintenance work to ensure proper completion at all secondary schools in the District. Provides input on custodial and utility budgets, energy capital outlay budget and maintenance and operations budgets. Perform energy audits and develops and recommends energy conservation policy and procedures for all buildings in the District. Inspects property to ensure energy and utility conservation practices are being implemented. Assists the director and the department of human resources with hiring, promoting and career development of District custodians.

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

ESSENTIAL FUNCTIONS

- Work with custodial trainers to perform BEPR on all 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.
- Provide coverage for elementary head custodians as needed.
- 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.
- Oversee the implementation of the JCOS grounds inspection program for all District properties. Including (gardens, fences, lawns, concrete and parking areas).
- Coordinate all data collection and calculation for monthly reports, reflecting the JCOS program progress and set goals and establish necessary training to meet District guidelines regarding grounds and preventive maintenance of building equipment.
- Assist the elementary custodial coordinator in teaching the hands-on experience portion of the JCOS program regarding preventive maintenance of HVAC, electrical, plumbing, sprinkler system and energy efficiency practices.
- Perform yearly energy audits on all secondary school buildings. Meet with secondary school administrators and custodial staff to follow up with energy audits, BEPR, ground inspections and preventive maintenance reports. Provide results to the head custodian and administration and recommend changes to maximize energy efficiency.
- 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.
- Oversee the inspection of secondary school buildings to ensure that preventive maintenance is being properly completed for HVAC, electrical, plumbing and sprinkler systems.
- Oversee contracts and crew for refinishing wood floors in secondary buildings.
- Respond to Integrated Pest Management needs for secondary school buildings.
- Work with State and Federal agencies (e.g., Board of Health, Division of Risk Management Utah Department of Agriculture).

- Assist the Department of Human Resources and the director with hiring custodial staff, monitoring employee progress and career planning.
- Monitor energy and water conservation practices in District buildings.
- Provide leadership and direction in matters pertaining to energy and water conservation programs within the District.
- Assist with the utility budget and energy capital outlay budget.
- Use weather data and coordinate with the director, plumbing personnel and each building head custodian to establish operating times and schedules for the automated sprinkling systems to insure proper watering/irrigation practices.
- Be available and on-call as directed for District facility emergencies.
- May provide coverage if the director is absent.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Participate in the capital outlay planning committee.
- 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 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. Experience as a secondary head custodian highly preferred.
- To be eligible for lane 13
 - Requires the current Certified Energy Manager (CEM) certification through the Association of Energy Engineers; or
 - Requires the current Certified Energy Auditor (CEA) certification through the Association of Energy Engineers.
- 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.
- Utah State Pesticide Applicators license preferred or must be able to become licensed within six months from hire date.
- Must 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 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, secretaries and sweepers, as well as external vendors, other districts, businesses, etc.
- Ability to provide training in a classroom setting to large groups of employees and the public.
- Requires ability to work under stress to meet deadlines, school openings, teaching and presentations.
- Requires knowledge in landscape maintenance.
- Requires knowledge in integrated pest management
- Requires a mechanical aptitude in plumbing, electrical, general repairs, the operating of heating, cooling and indoor air quality.
- Requires a basic knowledge of the safety, maintenance and health regulations, State and Federal regulations.
- Requires full understanding of the JCOS Program, including budgets, inventories and BPER's, so goals and necessary training can be determined for head custodians, and assistant custodians.
- 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:

- 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.*