

**Lakewood School
Twin Lakes School District #4**

Job Title: Head Custodian
Department: Custodial/Maintenance
Reports to: Superintendent
Supervises: Custodial Staff

Position Summary: Under general supervision of the District Administrator, the Head Custodian is responsible for ensuring the cleaning and maintaining of all school property, both interior and exterior, supervision of custodial staff, ensuring all equipment, materials, etc. are available to scheduled activities, both community and student activities; removal of trash, snow and debris from exterior areas; serve as the representative of the District to the community, students, parents and the general public while activities are occurring within the building.

Qualifications:

EDUCATION AND EXPERIENCE

1. High school diploma or GED; and minimum ____ years experience in custodial/maintenance operations.
2. Extensive knowledge of and experience with State and Federal Regulations for Health, Safety and Environmental issues.
3. Comprehensive knowledge of principles and practices of buildings and grounds operations and maintenance, as well as the ability to apply the knowledge to the needs of the District. Aptitude and understanding in the areas of plumbing, HVAC, carpentry, electrical and mechanical systems, construction and planning management. Ability to use a computer, maintain accurate records and generate meaningful reports.
4. Must have, or be willing to pursue, first aid / CPR certification.

LANGUAGE SKILLS

1. Ability to read, comprehend and communicate instructions, chemical labels, short correspondence and memos.
2. Ability to write correspondence or reports and accurately maintain records.
3. Ability to effectively present information in one-on-one and small group situations.
4. Act as representative of the school district and deal politely and tactfully with the public, community groups, students, parents, and other employees.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
2. Ability to compute rate, ratios and percents.

REASONING ABILITY

1. Ability to apply understanding and discretion to execute required custodial and/or maintenance tasks based on written or oral instructions.
2. Ability to deal with problems involving standardized and complex situations.
3. Ability to exercise supervisory responsibility and provide management, direction and control to custodial staff.

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Valid Driver's License

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OTHER SKILLS AND ABILITIES

1. Ability to work effectively, collaboratively and positively with co-workers, District staff, students, public and administration.
2. Ability to plan, organize and direct work to be performed, as well as materials, to be used for the tasks assigned.
3. Ability to carry out plan of work within District and building requirements. Ability to use good judgment and solve problems sometimes in emergencies or within tight deadlines.
4. Ability to follow directions, and learn, follow, and transmit all safety standards and procedures.
5. Ability to follow and enforce all rules governing conduct in the workplace.
6. Ability to work extend and/or flexible hours.

WORK ENVIROMENT

1. Exposure to toxic or caustic chemicals.
2. Frequently works in high, precarious places and in outside weather conditions.
3. Occasionally exposed to wet, extreme cold, heat, humidity and dust.

PHYSICAL DEMANDS

1. Employee is regularly required to stand, walk; use hands to manipulate objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, bend, twist, crouch or crawl.
2. Employee is occasionally required to sit, talk or hear, and taste or smell.
3. Employee must regularly lift and/or move up to 100 pounds and frequently assist in lifting and/or moving more than 200 pounds.
4. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and the ability to focus.
5. Normal range hearing; perceiving sounds, including spoken words, in order to understand signals such as spoken directions, warning alarms, assess conditions, and/or become aware of conditions in the work environment.

BACKGROUND INFORMATION

Evidence of good character is determined from a criminal background investigation.

Performance Responsibilities;

1. Monitors and evaluates the custodial/maintenance program and makes changes when necessary; provides feedback to District Administrator.
2. Evaluates and reports facility needs; provides adequate long range plans for building and repair; responsible for maintenance and repair of building.
3. Communicates the need for safety practices and provides suggestions for on-the-job utilization; provides for safety devices and equipment; monitors the safety program and provides feedback when necessary.
4. Effectively coordinates, implements, monitors and evaluates District programs for compliance to and adherence with State, Federal, local Municipal and District code requirements, including, but not limited to, AHERA, DIU-IR, OSHA, NFPA, and DNR; acquires and maintains required data, records, and reports relative to code compliance and adherence.
5. Daily building responsibilities to include, but not limited to:
 - a.) Unlocking school
 - b.) Secure the alarm system
 - c.) Turn on all lights
 - d.) Check and control all systems critical to the building operations
 - e.) Unlock all designated doors
 - f.) Review all messages and schedule all daytime set-ups
 - g.) Take down of all prior night set-ups
 - h.) Review and complete repairs and work requests

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- i.) Answer all calls in support of school operations
6. Supervises and schedules all night custodian activities including any required overtime; schedules and approves time off. Maintains employee records.
 7. Monitors and evaluates work performance of custodial employees.
 8. Receives and adjusts employee complaints.
 9. Disciplines or effectively recommends discipline of custodial employees.
 10. Maintains, requests, and checks-in all supplies for the department; disburses as instructed and, as necessary.
 11. Maintains a safe and clean environment in all custodial areas.
 12. Initiates and controls all safety drills and programs.
 13. Requests and works with all outside vendors and contractors as needed.
 14. Shovels and salts all exits as needed to maintain as safe of a condition as possible.
 15. Works at all repair projects within individual capabilities, in order to assure the operation of the schools at maximum efficiency.
 16. Work with the Superintendent to design, install, and support all programs that are instrumental to the operation of the custodial department.
 17. Supervises and inspects the work of the custodial staff in the cleaning and maintenance of District buildings; and does related work as required.
 18. Creates, implements and monitors the custodial/maintenance budget (including requisitions).
 19. Requires regular, predictable and punctual attendance.

The responsibilities listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. The individuals currently holding this position perform additional duties, and additional duties may be assigned. This job description does not create an employment contract between the District and the employee and is subject to change by the District as the need of the District and the School change over time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personnel: Responsible for the training, supervision, and evaluation of personnel employees employed in the maintenance/custodial department.

Wages, Hours and Working Conditions: Head custodian wages, hours and working conditions will be determined through collective bargaining with the school board. The terms of the current collection bargaining agreement will be followed at all times.

Evaluations: As outlined in the district's administrative evaluation program.