

Southern Kern Unified School District

Position Description

Position Title: **Head Custodian**

Department: School Site

Reports To: Principal and / or designee, Supervisor of Maintenance

Prepared By: Staff Date: December 10, 1996

Approved By: Board of Education Date: June 4, 1997

SUMMARY: Keeps the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program. Supervises the custodial staff by preparing work schedules, assigning and directing work, training and enforcing work production standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes in-service training as stipulated by contract
- Ability to work with staff, students and parents
- Instructs custodians verbally or in writing in building, custodial and routine preventive maintenance activities
- Assists in maintaining seasonal grounds work (ice, lawn)
- Maintains inventory of custodial/maintenance supplies and equipment
- Cleans and preserves designated spaces, equipment, tools, etc. in the buildings
- Performs ongoing preventive maintenance and minor repair on plumbing, custodial equipment, HVAC, building structures, hardware, electrical and other mechanical equipment
- Assists visiting public utilizing the facilities in obtaining and setting up needed equipment and/or materials
- Assists outside maintenance with grounds and equipment
- Assists the Principal and/or designee or Supervisor of Maintenance in developing work schedules and assigning extra time for custodians
- Maintains building and grounds security
- Maintains work related records and prepares various reports as directed
- Operate power equipment, including vehicles
- Train and oversee substitute custodians
- May assist teachers with minor requests

SUPERVISORY RESPONSIBILITIES: Oversees custodians and summer youth employment

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED
- Two years of experience in cleaning, maintenance and upkeep of classrooms and other facilities normally supporting an educational site
- One year of experience with electrical, mechanical equipment repair and maintenance
- Knowledge of mixing and application of building/grounds repair compounds
- Possess a valid California driver's license

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence

- Ability to speak effectively before groups of customers or employees of organization

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

OTHER SKILLS and ABILITIES:

- Ability to pass a written and physical test
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to perform duties with awareness of all district requirements and Board of Education policies

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls and talk or hear
- The employee frequently is required to reach with hands and arms
- The employee is occasionally required to sit
- The employee frequently must squat, stoop or kneel, reach above the head and reach forward
- The employee continuously uses hand strength to grasp tools and climbs on to ladders
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job
- The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks
- Occasionally the employee will lift and/or move up to 90 lbs such as salt and bulk furniture
- The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors
- The employee will work near or with moving mechanical equipment
- The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job
- The employee must be able to meet deadlines with severe time constraints
- The noise level in the work environment is usually moderate

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.