

## **HEAD CUSTODIAN II**

### **DEFINITION:**

Under direction of Principal, Assistant Principal, or designee, plan, assign, supervise the work of lower custodial classes and personally perform routine cleaning and maintenance in the schools of the District; and to do related work as required.

### **QUALIFICATIONS:**

Experience: Three years of increasingly responsible experience in custodial work, including one year of experience in a capacity supervising custodial work.

Education: Equivalent to completion of the twelfth grade.

### **DISTINGUISHING CHARACTERISTICS:**

- Positions in this class are assigned complete cleaning and maintenance responsibility of a large school plant where supervision is extended over several employees.
- Working schedules may include swing and/or night shifts with some shift rotation.
- Incumbents are working supervisors and personally perform many of the duties assigned to incumbents of lower custodial classes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of Principal, Assistant Principal, or designee, incumbent will:

- Confer with Principal and supervisors regarding care and cleaning programs at the school site.
- Prepare work schedules and see that work is effectively communicated and done in accordance with instructions.
- See that rooms are set up for special events and meetings.
- Supervise and assist in making minor repairs and adjustments to building fixtures and equipment.
- Report needed repair work to the proper authorities through the appropriate channels, including work order system, email, or phone.
- Check the operation and operational maintenance of heating and air conditioning units.
- Work collaboratively with Yard Duty Supervisors and Food Service Workers to ensure cafeteria tables are cleaned
- Oversee the work and personally perform routine maintenance tasks including:
  - Replacing lighting fixture lamps per district standards
  - Clean and Remove leaves and debris from storm drains, roof drains, and gutters.
  - Replace HVAC filters.
  - Properly maintaining all janitorial tools and equipment in clean and good working order.
  - Cleaning of walls, counters/shelves, doors, furniture, woodwork, and other equipment.
  - Sweeping, scrubbing, vacuuming, cleaning, waxing, finishing, and polishing of floors.
- Conduct inspections of the school site to insure that standards of safety and cleanliness are met.
- Cone or caution tape off immediate safety hazards.
- Give instructions and guidance to inexperienced personnel.
- Requisition custodial materials, check and store materials received, and control the use of these materials.
- Receive and act upon requests of faculty members, such as opening and closing windows; moving desks, district furniture, and equipment. biohazard clean-ups; and performing a variety of other tasks related to duties.
- Make assignment of custodial staff for overtime work at special events.
- Supervise and assist in arrangement of facilities for night educational, school, district, and civic meetings, direct visitors, and safeguard school property.
- Prepare summer work schedules and may assist in site restoration projects as needed.
- Perform prevention and pest control functions as needed.
- Keep records and prepare reports as related to duties.
- As required, participate in cleaning and maintenance activities.
- Train custodians in site security procedures.
- Clean broken glass and board up broken windows.
- Order and maintain custodial supply inventories.

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- Clean up or paint over minor or offensive graffiti.
- Report major vandalism to proper authorities.

### **KNOWLEDGE OF:**

- Modern cleaning methods and the use and care of cleaning materials and equipment.
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.
- General understanding of campus electro-mechanical systems and utilities.
- Water, gas, electrical, HVAC shut-off are locations and how to shut them down in case of emergency.

### **ABILITIES AND SKILLS:**

- Schedule and effectively supervise the work of others.
- Computer skills sufficient to perform basic functions including email, submit work orders, order supplies and access online training.
- Instruct and guide custodians in the proper performance of their duties.
- Operate heating and ventilating equipment.
- Estimate quantities and types of materials needed in the cleaning and maintenance of a large school site.
- Work cooperatively with those contacted in the course of work.
- Follow and give verbal and written directions.
- Keep records and prepare reports as related to duties.
- Correctly demonstrate sufficient strength, mobility and range of motion to arm lift 53 pounds and floor lift 53 pounds in a employee entrance evaluation.

### **PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work outdoors and indoors in a standard office environment and come in direct contact with district staff and the public.