

## **CUSTODIAN – BUILDING HEAD**

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- QUALIFICATIONS:**
1. High school diploma or equivalency
  2. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and building maintenance.
  3. Ability to supervise others and work without close supervision.
  4. Ability to work with others.
  5. Ability to wear appropriate safety equipment.
  6. Suitable technology skills to communicate effectively.
  7. Physical health as required for job performance.
  8. Ability to work without close supervision.
  9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** District Head Custodian and/or Building Principal

**SUPERVISES:** Custodial Staff of the School

**JOB GOAL:** To maintain the physical school building and grounds in a condition of operating excellence so that full educational use of the campus may be made at all times.

**FULL-PART/TIME:** Full-time

**FLSA:** Non-exempt from overtime

**BOE APPROVAL:** 3/8/2021

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Performs minor maintenance and installation of electrical and plumbing systems.
3. Able to learn new methods and techniques of maintenance when new equipment and/or procedures are installed or adopted.
4. Willing to learn about all aspects of school maintenance.
5. Moves equipment and materials within the building.
6. Works on interior and exterior of building under all types of weather conditions.
7. Keeps assigned areas of the building neat and clean - may require being on a ladder.
8. Willing to work overtime (nights or weekends) when necessary to ensure uninterrupted continuation of the educational process.
9. Willing to take vacation at a time agreed upon by the Board of Education to allow the most effective use of the custodial staff.
10. Strives constantly to promote the safety, health, and comfort of the students and employees.
11. Always follows proper safety procedures.
12. Works at ground level and at heights.
13. Must maintain a valid driver's license. (Kansas driver's license preferred.)
14. Maintains confidentiality of classroom, student, and employee information.
15. Within the first 6 weeks, obtain certification on Cleaning Industry Hazards addressed under OSHA Standards for General Industry.
16. Performs any other duties assigned by the head custodian or building principal including reassignment of tasks or buildings.
17. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
18. Plans and oversees all maintenance and repair work in the school, maintaining a high standard of safety,

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cleanliness, and efficiency.

19. Monitors the time records of all the building's custodial employees and certifies them for salary payment.
20. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
21. Fills out and files with the building principal work requests for maintenance needs which will require the assistance of the district maintenance personnel or contracted services.
22. Keeps accurate records of safety equipment, cleaning, and general building specific details as directed by building and district leadership.
23. Follows the building dress code while being a good role model for students.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in board policy *GCI Classified Employee Evaluation*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

1. Very rarely requires exertion beyond walking.
2. Very rarely requires physical exertion beyond walking or climbing stairs.
3. Requires prolonged (over 50% of the time) standing and walking.
4. Requires prolonged (over 75% of the time) standing and walking.
5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
10. Driving skills and physical ability required to drive vehicle.

Note: \* "heavy" means not over 50 pounds

I have reviewed this job description and will fulfill the duties described.

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Signature

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Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.