

# Red Wing Public Schools Position Description

## Head Custodian

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### General Information

Department:	Buildings and Grounds
Unit:	Custodial / Engineer / Maintenance Personnel
Immediate Supervisor:	Director of Buildings and Grounds
Grade Placement:	Secondary: 15 Elementary: 13 Colvill: 12
FLSA Status:	Non-Exempt

### Position Summary

The Head Custodian is responsible for coordinating the security, maintenance, custodial operations and maintenance operations within the building. Duties involve inspecting building facilities to assess needs, equipment and/or operations; coordinating staff and recommending new preventive maintenance methods/procedures; assisting in troubleshooting building issues or maintenance problems; handling purchasing requirements; monitoring contracted services within the building; and organizing summer cleaning crews and assignments.

### Essential Duties and Responsibilities

1.	<p>Provides leadership and coordination of the building custodial/maintenance staff; determines and identifies building custodial and maintenance needs.</p> <ul style="list-style-type: none"> <li>a) Schedules work routines for custodians.</li> <li>b) Assigns and monitors work activities.</li> <li>c) Inspects facilities to ensure cleanliness, safety and security.</li> <li>d) Checks HVAC, boilers, building security and other building systems to ensure safe and proper operation.</li> <li>e) Identifies and reports problems and suggests improvements and facility needs.</li> <li>f) Orders and oversees the inventory and storage of cleaning and maintenance supplies.</li> <li>g) Coordinates and /or assists in the set up and tear down of special events or needs within the building.</li> <li>h) Coordinates fire and safety drills with the Principal.</li> <li>i) Work to maintain a positive and professional work environment.</li> </ul>
2.	Locks and unlocks doors for building use.
3.	Performs general maintenance checks; maintains heating system, boiler checks, logs and cleaning, etc. Maintains refrigeration system by recording daily logs, water treatment testing, chemical feed systems, water softeners, cooling towers, and making repairs, as appropriate. Maintains ventilation equipment, exhaust fans, boiler systems, etc.
4.	Maintains records on maintenance work completed. Maintains health and safety logs.

5.	Assists with and performs general custodial, cleaning responsibilities and ground responsibilities. Sweeps and mops floors, stairways; strips, cleans, and finishes floors; cleans bleachers, glass, locker rooms, fountains, etc.; removes rubbish from building and grounds.
6.	Collaborates and monitors outside contractors and vendors, snow removal and delivery companies to ensure prompt and proper services.
7.	Assists in providing coordination of general crew custodial, cleaning, and/or grounds duties during summer work schedules, as directed.
8.	Assists with the chemical testing and overall operation of the pool if assigned.
9.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

## Required Education, Training, and Work Experience

Required Education / Training: High school diploma or GED

Degree Information: Some post-secondary education preferred

Major Field of Study or Degree Emphasis: General

Preferred Work Experience:

- Facility operations or management experience
- Minimum of custodial or maintenance experience
- Facilities leadership experience

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- 1<sup>st</sup> Class C Boiler License/Chief C Boiler License required in some buildings or ability to obtain in a reasonable amount of time.
- Registered Unlicensed Electrician License preferred.
- Certified Pool Operator License may be required or ability to obtain within one year.
- Other certifications or licenses may be required depending on district needs and assignments.

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Applicable laws, rules, codes and guidelines pertaining to right-to-know and custodial/facility operations.
- Safety/security precautions applicable to trade.
- Preventive maintenance practices.
- Fundamentals and procedures of HVAC operation, equipment, repair and maintenance.
- Application, use and proper storage of all chemicals used in performance of the job.
- Principles, general repair and maintenance procedures in such areas as mechanical, carpentry, electrical, steam, air system, and/or plumbing.
- Cleaning techniques and materials.
- Building structures and maintenance functions required to operate systems efficiently at minimal cost.
- District procedures and policies associated with purchasing and other administrative processes.
- Computer operation.

## **Essential Skills Required to Perform the Work**

- Establishing and maintaining effective working relationships with employees, supervisors, department head, building administrators and building staff.
- Organizing and maintaining maintenance/custodial records and documents.
- Coordinating, delegating, and monitoring the activities for custodial and maintenance personnel within the building.
- Performing custodial, cleaning and grounds duties and responsibilities.
- Purchasing custodial and maintenance supplies and equipment.
- Planning, scheduling, prioritizing, and organizing tasks and functions for staff.
- Ability to work independently with minimal supervision.
- Computer skills in operating of computer software, HVAC systems and applications used in performance of the job.
- Using hand and power tools applicable to trade.
- Using appropriate tools and diagnostic equipment to test, repair, or replace equipment.
- Troubleshooting facilities equipment and systems within the building.
- Reading, understanding, and following safety procedures.
- Performing facility scheduled preventive maintenance and general repairs.
- Implementing and monitoring preventive maintenance and safety programs.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Heavy Work: Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job. Team lifting up to 100 pounds.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand			X	
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance			X	
Stoop, kneel, crouch or crawl			X	
Talk or hear			X	
Taste or smell		X		
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Electrical shocks and potential injury from moving parts/mechanical systems.

The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures in the use and operation and use of equipment. Duties involve performing assignments in varied weather conditions indoors and outdoors.

## Classification History and Approval

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