

Madera Unified School District Classified Job Description

Head Custodian III

Purpose Statement

The job of Head Custodian III was established for the purpose/s of providing support to the educational process by providing leadership in custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job is distinguished from similar jobs by the following characteristics: this assignment is a district night roving position, with more personnel to supervise and more square footage responsibilities.

This job reports to the Director of Maintenance and Operations.

Essential Functions

- Completes all responsibilities of the custodian in a manner that sets the standard of quality at the site for the purpose of maintaining a sanitary, safe and attractive environment.
- Conducts a variety of training and drills with students and staff (e.g. fire, intruder, earthquake, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares athletic fields/courts (e.g. chalking, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for athletic events.

- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of efficient industrial cleaning including floor and carpet; basic tools for minor repairs; use and care of supplies and equipment; safety practices and procedures; and knowledge of athletic courts and fields.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines; physical stamina; teamwork; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Minimum Qualifications

Experience Four years of paid experience performing a variety of cleaning operations as a school custodian

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands(C)

FLSA Status

Non Exempt

Approval Date

08/18/11

Salary Range