

**INDEPENDENT SCHOOL DISTRICT 728**  
**ELK RWER, MINNESOTA**  
**JOB DESCRIPTION**

JOB TITLE: Lead Custodian - Senior High School

CLASSIFICATION: Custodian

REPORTS TO: Head Custodian, Manager of  
Facilities, Supervisor of Buildings  
and Grounds, and Site Administrator

DATE PREPARED: February 2007

PURPOSE: The Lead Custodian - Senior High School assists in providing a neat, clean, safe, and attractive learning environment by performing custodial duties through oral and/or written instructions from the Head Custodian, Manager of Facilities, Supervisor of Buildings and Grounds, and/or site Administrator. Incumbents supervise, direct, and assign duty hours to regular employees and additional part-time, temporary, seasonal, or student employees assigned to them by the Head Custodian, Manager of Facilities, Supervisor of Buildings and Grounds, and/or site Administrator.

DUTIES AND RESPONSIBILITIES:

1. Perform all duties normally associated with the position of custodian; i.e., scrubbing, vacuuming, waxing, treating, polishing, dusting, sweeping and washing of all walls, floors, ceilings, doors, wardrobes or cabinets, furniture, blackboards, erasers and other equipment to ensure a safe, clean environment.
2. General maintenance and repair of equipment in the building to meet School District needs.
3. General maintenance and repair of playground areas to meet School District needs.
4. Reporting and elimination of hazards observed; correct as necessary to ensure a safe environment.
5. Conservation of fuel, electricity, water, and equipment by observation and correction of improper operation of equipment or systems to meet School District needs.
6. Lock and unlock buildings according to the schedule for the area. Ensure building security at end of shift.
7. Maintain building cleanliness throughout the school day by regular policing of hallways, restrooms, entryways, etc.
8. May be responsible for the operation, cleaning, and maintenance of unique equipment and/or systems such as but not limited to boilers, cooling towers, geo-thermal systems, heat pump systems, irrigation systems, septic or sewer systems, swimming pools, water chiller systems, wells, etc.
9. Encourage employees towards higher standards of performance, by helping each employee improve their skills to improve performance. Document performance issues, communicate with supervisor. Participate in periodic evaluations.
10. Utilize FMS to monitor building conditions and equipment operation. Utilize scheduling abilities to maximize efficiency/comfort.
11. Responsible for the cleaning and maintenance of buildings of one hundred fifty thousand (150,000) square feet to four hundred thousand (400,000) square feet in size.
12. Supervises and provides work direction to one (1) to thirteen (13) regular employees and additional part-time, temporary, seasonal or student employees so that work is completed in a

timely and efficient manner. Ensures that procedures are followed and work is up to District standard

14. Coordinate events with Community Ed, Activities Directors, Administration. Execute set-ups/teardowns of activities and events
15. Communicate repair needs with supervisor
16. Coordinate lockdown/evacuation needs with Administration; maintain life-safety/security systems.
17. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. Posses and maintain valid driver's license, with class stipulated by the School District.
3. Posses and maintain valid appropriate certifications and licenses, as stipulated by the School District and/or local, state or federal regulatory agencies, in order to maintain and operate building equipment and/or systems.
4. Be able to read, understand and write instructions associated with the equipment and supplies used and prepare reports required of the position.
5. Ability to work outside or inside in all weather conditions.
6. Must be a self-starter and able to produce work with minimum supervision.
7. Must be willing and able to work hours other than the regular shift as needed including overtime assigned to the employee, such as weekends, holidays, boiler checks, Community Education programs, etc.
8. Regularly able to lift objects in excess of fifty (50) pounds.
9. Ability to climb ladders or other climbing apparatus to a minimum height of twelve (12) feet.
10. No allergies to chemicals.
11. Pass physical examination, if required.
12. Knowledge of Facility Management System (FMS) desirable.
13. Ability to supervise and give work direction to custodians.
14. One (1) to three (3) years experience as a custodian desirable.
15. Basic computer skills desirable; e-mail, word processing, internet
16. Basic understanding of HVAC systems; ability to troubleshoot mechanical/electrical systems