

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Title** \_\_\_\_\_ Head Custodian, District Office \_\_\_\_\_

**Supervisor's Title** \_\_\_\_\_ Supervisor, Custodial Services \_\_\_\_\_

**Date Prepared** \_\_\_\_\_ 3/99 \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_

**Employee/Incumbent Review** \_\_\_ **Immediate Supervisor Review** \_\_\_ **GCEA Review** \_\_\_

**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl** \_\_\_\_\_

**Location** \_\_\_\_\_ **Lane** \_\_\_\_\_

**Implementation Date** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

**Job Summary**

The District Office Head Custodian is responsible for care and maintenance of office building, student services building and surrounding property, to include parking area across the street to the north. Supervises and coordinates activities of Assistant Custodian and sweepers on 2nd shift.

**Essential Functions**

1. Responsible for security of facilities to include priority security areas such as data processing, payroll, record storage areas and superintendency offices. Locks or unlocks doors, turns lights on/off, generally patrols grounds.
2. Performs general clean up of all district office facilities. Sweeps, mops, polishes, refinishes resilient floors, vacuums and shampoos carpeted areas, dumps garbage and recycle bins, performs all cleaning aspects of halls, offices, board rooms, restrooms, lunchroom and auditoriums as well as washing walls, windows and window coverings.
3. Cleans light fixtures and changes bulbs/tubes.
4. Performs minor repairs on windows, doors, switches, desks, tables, plugs, equipment, appliances, sinks, toilets, blinds etc.
5. Contacts appropriate maintenance service shop for major repairs.
6. Responsible for vandalism clean up and repair within skill level.
7. Maintains heating and air conditioning systems, boilers, pumps, fan units, control panels, thermostats, cooling towers, etc.
8. Maintains and/or has working knowledge of environmental safeguards and alarm systems.
9. Maintains fire alarms, extinguishers.
10. Prepares and sets up rooms or auditoriums for meetings, parties, or various other activities and cleans up afterwards.
11. Maintains outside grounds (removes snow, ice, and debris, sprays and removes weeds, sweeps and cleans gutters, waters and maintains sprinkling system.

12. Monitors emergency generator, function and orders refueling.

### **Required Knowledge, Skill and Ability**

Ability to work independently since assistant and sweepers are all on 2nd shift. Above average skills in communication and interpersonal relationships are needed in prioritizing and cooperating with district superintendency, directors and coordinators. Knowledge of district protocol as pertaining to maintenance issues like what shop to call for what service, when to call or send in work order.

### **Minimum Entrance Requirements for Training**

High School Diploma or equivalent.

### **Minimum Entrance Requirements for Prior Experience**

Must have served for a minimum of one year as a head custodian.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Plans and prioritizes work for self and staff. Determines needed supplies and equipment. Monitors need for equipment maintenance and repair. Responsible for proper inventory of materials and supplies. Accountable to administrators for custodial performance. Must be able to schedule and prioritize work for self, assistant and custodial helpers. Must have the ability to motivate personnel to ensure they work productively, cooperatively and with a sense of satisfaction in their work. Recommends hiring and retention of custodial personnel. Monitors work quality, trains as needed. Must be able to withstand pressure, handle occasional emergencies, and solve related problems.

### **Interaction with Others (Non-Supervisory)**

Interacts with all levels of office personnel as well as maintenance personnel, vendors and outside contractors and general public. Member of Crisis Management Team requiring bi-weekly meetings and collaboration on safety issues.

### **Supervision**

Supervises one assistant and custodial helpers.

## **Working Environment**

Involves light weight cleaning equipment, supplies, material etc, frequent moving of heavy objects, tables, file cabinets, office desks and furniture. Must be extremely flexible in scheduling of work assignments and basic responsibilities due to construction schedules and/or movement of offices and office personnel. Must be able to adapt to any variety of changes that may occur due to administrative meetings, activities or agendas and renovations. Flow of work is steady and with pressure to complete work tasks in a timely manner. Works outdoors in cold and heat. May respond when called during off hours for emergencies.

## **Physical Demand Characteristics**

Generally, objects weigh less than 100 lbs. but when moving office furnishings, will sometimes be called upon to lift more to a point where moving devices are required. Often climbs ladders to change or clean lights, do repair work or wash windows.