

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Night Lead Custodian

Department: Custodial/Maintenance

Exempt Status: Non-Exempt

**Reports To: Building Head Custodian
and Principals**

Date: November 6, 2014

Approval: Assistant Superintendent

JOB SUMMARY: Provide custodial support, advanced mechanical repairs and leadership skills for the School District in order to provide a clean, safe and healthy learning environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

35% Maintenance/Repair & Grounds

- A. Perform routine preventative maintenance upkeep on equipment.
- B. Perform minor repairs and maintenance.
- C. Assist with major repairs and maintenance.
- D. Monitor boiler operation and report any concerns.
- E. Maintain maintenance records and inventory.
- F. Order materials and supplies.
- G. Perform routine grounds upkeep including mowing, snow removal, picking up garbage and keeping entrances clean and free of obstruction, as needed.

25% Work Direction

- A. Provides work direction to custodial staff regarding cleaning and maintenance activities.
- B. Assists in training custodial staff including subs.
- C. Assists in coordinating, assigning and scheduling work.
- D. Reviews completed work.

25% Cleaning/Upkeep

- A. Clean, scrub, strip, seal, wax, buff, vacuum or sweeps floors, stairs, classrooms, gyms, locker rooms, libraries, offices, commons, hallways, restrooms and other designated areas.
- B. Respond to emergency cleanup situations.
- C. Keep the custodial/maintenance room clean and well maintained.
- D. Replace lighting as needed.
- E. Maintain building security: secure building, test and reset fire alarms, lock and unlock buildings, as necessary and perform other security tasks.
- F. Unload school supplies and equipment. Restock shelves with cleaning supplies.
- G. Clean all areas of building in summer months as directed.

15% Set up/Take down

- A. Set up buildings and grounds for special events and other activities as directed.
- B. Take down buildings and grounds for special events and other activities as directed.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Special boiler license preferred.
- Pool certification required at Monticello Middle School.
- Valid Minnesota driver's license required.

Experience:

- Previous lead supervisory custodial experience preferred or other related experience required.

Essential Skills Required to Perform the Work:

- Ability to work safely at all times.
- Recognize and report safety hazards.
- Knowledge of proper cleaning techniques.
- Ability to follow written and verbal instruction.
- Ability to employ proper lifting techniques.
- Basic computer skills.
- Basic communication skills.
- Ability to work effectively in a team environment.
- Ability to meet deadlines.
- Organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to vary sequence of duties.
- Ability to perform arithmetic calculations (i.e. addition, subtraction, multiplication and division).
- Ability to perform arithmetic calculations (i.e. discounts, percentages, proportions and volume) preferred.
- Advanced mechanical repair abilities.
- Demonstrated knowledge of department equipment and procedures.
- Ability to provide leadership skills.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates hand tools and ladders.
- Operates cleaning equipment including buffers, carpet cleaners and floor machines.
- Operates basic grounds-keeping equipment including irrigation system, lawnmowers, weed eaters, shovels and rakes, snow blowers, as assigned.
- Operates computer and phone devices.
- Utilizes custodial department software program.

Supervision of Other Employees:

- This position provides work direction to other custodial staff, but is not a direct supervisor of staff.
- Assists in scheduling, training and evaluation of staff.

Physical Job Requirements:

- Position involves pulling, stooping, climbing, crawling and kneeling.
- Position involves extended periods of time on feet.
- Position involves frequent lifting up to 50 pounds and occasionally lifts 75 – 100 pounds.
- Position involves occasional climbing of ladders.
- Position involves occasional repetitive motion in performing tasks.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet strict deadlines.
- Position requires attention to detail.
- Position requires operating equipment that requires concentration.
- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes from more than one person.
- Position requires coordination of manual dexterity with visual attention (eye-hand coordination).
- Position requires coordination of custodians to meet timelines.

Working Conditions:

- Position works around dirt, dust, chemicals and fumes.
- Position involves occasional exposure to blood/bodily fluids.
- Position involves occasional exposure to extreme temperatures.
- Position involves occasional exposure to heights, confined spaces and mechanical equipment/moving parts.
- Position may require evening/night or weekend hours.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Provides a clean, safe, comfortable environment to make the students and staff proud of their school.
- Helps to promote safety and prevent accidents.
- Assists in securing building to prevent vandalism and theft.
- Identifies and reports maintenance problems.
- Provides leadership to create school building atmosphere that provides service and facilities to support the educational activities and programs.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.