

JOB DESCRIPTION - SECONDARY LEAD CUSTODIAN

General Summary:

The secondary lead custodian provides custodial services, custodial leadership and facility coordination to the district and reports to the Maintenance Department Building Managers and Building Principal.

Principal Duties and Responsibilities:

1. Assists and trains workers engaged in performing daily maintenance/cleaning of the facility, the grounds, and the coverage and set up of daily activities.
2. Assists in the coordination of activities, meetings and daily services, both scheduled and unscheduled.
3. Maintains the appearance and safety of the assigned buildings including the operation of heating, ventilation and air conditioning, plumbing, electrical, and power equipment.
4. Performs boiler chemical testing and chemical treatment of hot water or steam systems as required.
5. Operates energy management system to manage and identify heating, ventilation and air conditioning systems problems.
6. Orders and maintains inventory of supplies.
7. Maintains and operates other electrical and mechanical equipment such as clocks, bells, fire alarms and fire extinguishers.
8. Works within the Maintenance budget and reviews the monthly printout.
9. Assists Building Manager in preparing and assigning work orders, project requests, special order requests, follow up and the records of completion.
10. Reads and interprets blueprints.
11. Assembles and makes minor repairs to furniture, equipment, and facilities.
12. Helps load, unload and move supplies, items and other equipment.
13. Completes facilities safety inspection reports with Building Manager.
14. Communicates and informs Building Manager of problems and concerns.

15. Sweeps, shovels and snow blows snow from steps, roofs, and walks at building entrances and salts icy steps and walks as necessary.
16. Operates truck, plow and/or tractor to clear snow from lots, sidewalks and building perimeter.
17. Maintains the security of the building.
18. Ensures proper care and use of supplies and equipment.
19. Maintains and improves the grounds including lawns, shrubs, playing fields, sidewalks and parking lots.
20. Maintains facilities and equipment so they are safe, clean and sanitary which may include clean up of bodily fluids.
21. Replaces light ballasts, electrical switches and outlets.
22. Assists the school administration with fire, tornado and security drills.
23. Maintains building Chemical Right to Know Manual (including MSDS) as necessary.
24. Completes and maintains required records and reports.
25. Assists Building Manager to cover employee absences.
26. Performs all assigned duties in a manner in which contributes to the safety and well being of the staff and buildings.
27. Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

1. High school diploma or GED required, college or trade school classes preferred.
2. The ability to: read and apply documents such as handbook, Board Policy, contracts, safety rules, operating, and maintenance instructions and procedure manuals; write routine reports, work orders and correspondence; speak effectively before staff, students and employees.
3. The ability to solve practical problems and deal with a variety of instructions furnished in written, oral, diagram or schedule form.
4. Present evidence of acceptable experience in custodial and maintenance (minor plumbing, electrical and filter replacement) work to carry out all assigned duties.

5. Ability to work with Building Manager to prioritize, address and resolve issues.
6. Work cooperatively with the preventive maintenance person to ensure that the established preventative maintenance program is maintained.
7. Have a valid State of Michigan driver's license.
8. Be capable of reading and interpreting blueprints and sketches.
9. Must be able to lift 50 pounds.
10. Be able to communicate effectively at a level of proficiency that permits satisfactory job performance.
11. Possess good habits, character and attendance record.
12. Be neat in appearance.
13. Be capable of establishing and maintaining harmonious, effective relationships with students, staff and others.
14. Upon request, present a certificate of good health signed by a licensed physician appointed by the school board verifying the physical ability to perform the job.
15. Possess a willingness to learn new job skills and techniques.