

# Job Description

Natrona County School District #1  
Job Code 667

## Head Custodian-Middle School

### Purpose

The job of Head Custodian-Middle School is done for the purpose/s of coordinating the custodial and maintenance services at a Middle or Junior High School; coordinating the building and grounds maintenance needs with central maintenance and custodial personnel; assisting with the supervision and support of assigned personnel in the performance of their job functions; and serving on assigned school's leadership team. This job reports to Principal or Manager.

### Essential Functions

- Assists the Administrative Manager or Administrator with supervision of assigned personnel (e.g. hiring, evaluating, terminating, scheduling and coordinating/reviewing activities, professional development/training, advising, etc.) for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and department/district objectives, and ensuring the provision of excellent customer service.
- Coordinates arrangements for special events (e.g. rooms, furniture, and equipment, etc.) for the purpose of ensuring the provision of adequate facilities, materials, and equipment for meetings, classroom activities and events.
- Determines the type of materials, equipment, supplies to be used or purchased (e.g. procures needed items, orders supplies, etc.) for the purpose of ensuring the availability of items as needed to complete projects and properly maintain facilities.
- Estimates time and material costs for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- Facilitates and makes recommendations (e.g. member of building leadership team, improvements to assigned facilities, etc.) for the purpose of delivering services in conformance with established guidelines and District objectives.
- Inspects school or district facilities (e.g. buildings, grounds, playground equipment, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying/reporting necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains manual and electronic documents, files and records (e.g. inspection records, time sheets, work orders and requisitions, supplies, chemical storage, crisis management data, key controls, etc.) for the purpose of documenting activities and ensuring an up-to-date reference.
- Monitors and implements processes for the purpose of ensuring compliance with legal and administrative requirements.
- Performs the full range of custodial duties (refer to custodial job descriptions) for the purpose of ensuring an efficient and effective work environment.
- Performs routine preventative maintenance tasks on heating, electrical, air conditioning and water equipment (e.g. resetting controls, changing filters, etc.) for the purpose of ensuring equipment is in proper working condition.
- Prepares written materials (e.g. work orders, requisitions, inspection records, snow removal records, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.

## **Other Functions**

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

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally 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 used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; health standards and hazards; and principles of lead supervision and training.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent.

**Equivalency:** None identified

### **Required Testing:**

### **Certificates and Licenses**

CPR/AED First Aid Certificate within 30 days of hire  
Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training:**

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**  
Non Exempt

**Approval Date**  
12/18/2017

**Salary Grade**  
58

**I have read and understand the scope of the job and hold the minimum requirements:**

**Employee Name (please print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_