



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	4	

JOB TITLE	CONTRACT REFERENCE
High School Head Custodian	Custodians or Custodian Engineers

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Building Principal and Director of Buildings and Grounds	May 2018

JOB SUMMARY

The Head Custodian oversees the general maintenance and operation of the building facility and campus.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Supervision of custodial staff. Assigns duties to the custodial staff to ensure safe and well-maintained facilities, both indoors and outdoors, for all school functions and for those groups using the facilities. Trains and instructs custodial staff and custodian casual workers on proper methods of performing duties. This includes the safety programs adopted by the school district.	20%	B2
2.	Responsible for the repair and general preventative maintenance of all heating, plumbing, pneumatic, and electrical equipment for the facility. Responsible for repair and maintenance of all building furniture and equipment. Maintains boilers and hydronic systems to ensure heating systems are operating properly.	60%	B2
3.	Responsible for daily testing and maintenance of the school pool facility and its chemical, filtration and ventilation equipment (if applicable).	10%	B2
4.	Responsible for emergency repairs, all alarm calls, and electric and gas energy interrupt calls. Make recommendations to the Director of Buildings and Grounds for capital projects for the facility and grounds. Determines what supplies or contracted repairs are needed and submits to the Director of Buildings and Grounds.	10%	B2
5.	All other duties as assigned.		

JOB TITLE

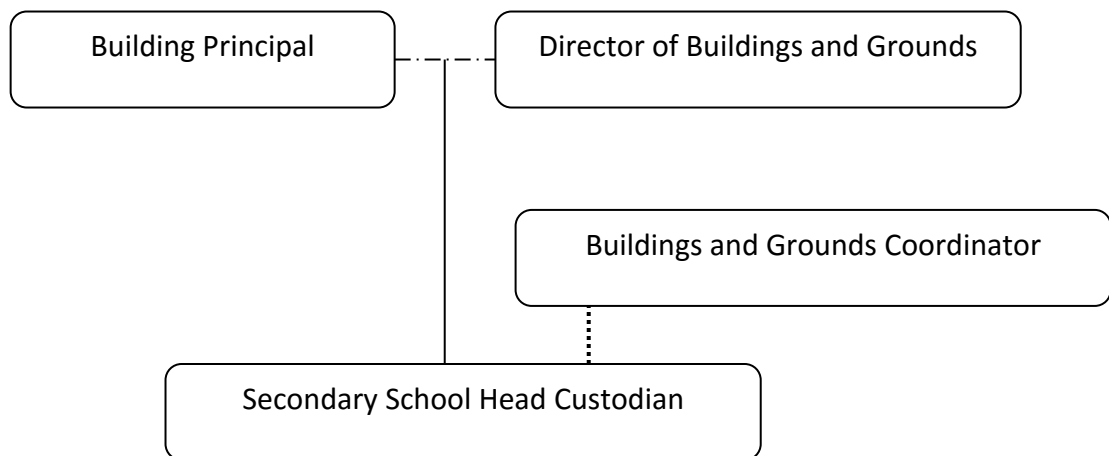
High School Head Custodian

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CONTRACT REFERENCECustodians or Custodian Engineers

QUALIFICATIONS (Specific training or job experience required before appointment)

1. High school diploma
 2. Minnesota First Class C Boiler License
 3. Minnesota pool operator license required
 4. Experience with operation and repair of boilers and its apparatus, heating, ventilating, and air conditioning equipment, minor plumbing and electrical repair, pneumatic controls, and energy management systems
 5. Supervisory experience required with ability to build positive working relationships and communication skills with internal and external customers
 6. Ability to perform position responsibilities including physical factors, work devices, and materials handling of fifty pounds, and basic computer skills
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

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NON EXEMPT

Not to exceed 40 hours per week.