

PLEASE POST

HEAD CUSTODIAN

Date Posted: December 22, 2017
Closing Date: January 15, 2018 by 4:30 pm
Anticipated Start Date: January/February 2018
Department: Facilities-Custodial & Maintenance
Work Year/Hours: 52 Weeks; Second Shift

Summary: Plan, direct and coordinate the cleaning and sanitation of JCISD public buildings. Perform custodial duties on an assigned shift. Maintain building access and security to accommodate all scheduled meetings and activities. Routine work is performed independently on an assigned shift according to standardized procedures. Special assignments and priorities are given by the Facilities Supervisor and/or building Principal who may check the work in process and upon completion.

Essential Duties And Responsibilities: *Work is performed under the general supervision of administration, and direct supervision of Facilities Supervisor. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)*

1. Plan, direct and coordinate the cleaning and sanitation of JCISD buildings.
 - a. Assign tasks; supervise activities, and check results of assigned custodial staff.
 - 1) Help with the selection, assignment, scheduling, and training of members of the custodial staff.
 - 2) Assist in the evaluation of the performance of the custodial staff on a regular basis.
2. Clean and maintain assigned areas of JCISD buildings.
 - a. Clean floors, carpets, walls, windows, furniture, equipment, bathrooms and other cleaning tasks as assigned.
 - b. Cleans up accidents involving bodily fluids when needed.
 - c. Make minor repairs to equipment such as adjusting flush valves in toilets, replacing light bulbs, minor electrical maintenance and repairs on custodial equipment, and tightening screws and bolts as needed. May work from an extension ladder with one extension.
 - d. Report needs for major building and equipment repair and inventory usage data.
 - 1) Order and store cleaning supplies, within established parameters.
 - 2) Maintain work-related records and prepare various reports as directed.
 - 3) Maintain an inventory and prepare purchase orders for suitable supplies, tools, and equipment.
 - e. Keep buildings and premises, including sidewalks, driveways, and play areas neat, clean and safe.
 - 1) Shovel and sand/salt walks, driveways, parking areas, and steps as appropriate.
 - f. Comply with local law and procedures for the storage and disposal of trash, rubbish, waste and recyclable materials.

- g. Responsible for the safe condition of the swimming pool (Tarrant Center campus only), performing or overseeing all necessary water tests, correcting chemical levels, back washing the filters and refilling the pool as necessary.
3. Assist with building access/accommodations.
 - a. Lock and unlock doors for regular business and special events.
 - b. Maintain building and grounds security and set security alarms.
 - c. Assist visiting public utilizing the facilities with directions and in obtaining and setting up needed equipment and materials.
 - d. Move furniture or equipment as required for various activities and as directed.
 - e. Maintain accessibility of fire exits.
4. May help to load and unload materials, or may be required to load or unload delivery of school supplies.
5. Run errands as requested, including pickup and delivery using a district vehicle.
6. Perform other duties as assigned.

Supervisory Responsibilities: Responsible for the assignment of work and the completion of duties of other custodians, temporary employees and co-op students. Functions as a working supervisor within areas of responsibility.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education And/Or Experience: High school diploma or equivalent education and experience, and four years of successful janitorial or building maintenance experience. Knowledge of standard building cleaning procedures, practices and materials. Knowledge of basic safety procedures and practices as applied in commercial custodial work.

Certificates, Licenses, Registrations: Valid Michigan driver's license and good driving record.

Language Skills: Ability to read written instructions. Ability to make work assignments and see that they are carried out. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement of liquids and solids, volume, distance, and ratios.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to interpret and apply chemical safety and safe work process information.

Other Skills And Abilities: Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to demonstrate knowledge and skills in school setting and pass skills test. Ability to use technology in the performance of duties. Ability to meet deadlines with severe time constraints. Ability to perform duties with awareness of all districts requirements and Board of Education policies.

Physical Demands: *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 employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, use tools or adjust controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will occasionally be required to perform work while balanced on a ladder. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will occasionally push/pull items such as tables, chairs, and pieces of custodial equipment such as scrubbing machines. The employee will occasionally be required to operate motorized vehicles. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing 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 employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreaser, and sprays while performing the duties of this job. The employee will occasionally be exposed to body fluids. The noise level in the work environment is usually moderate to loud, and is acceptable to this particular environment. Assignments are in shifts and some irregular work hours.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is January/February, 2018. This 52 week position is scheduled for second shifts. Placement on the ESPA Salary Schedule depends upon qualifications and experience; new employee starting hourly range is \$16.37 - \$24.38. Paid family health, dental, vision, life and long-term disability insurances, vacation, sick and personal business days.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED UNTIL JANUARY 15, 2018 BY 4:30 PM

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.