

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

<b>Job Title:</b>	Head Custodian
<b>Prepared Date:</b>	10/17/2018
<b>Revised Date:</b>	9/1/2021
<b>Work Year:</b>	261 days
<b>Department:</b>	Facilities
<b>Reports To:</b>	Custodial Foreman
<b>Salary Range:</b>	Determined by building assignment – ACME Negotiated Agreement
<b>Benefits:</b>	ACME Negotiated Agreement
<b>Status:</b>	FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Head Custodian is to act as a lead worker to oversee the work of custodians and substitute custodians at building site to maintain a clean and safe environment, which includes summer cleaning and all custodial procedures. The Head Custodian is responsible to directly control the work of assigned staff and is accountable for the use of equipment, space, and resources. Although this position follows established work processes, they have the ability to determine the procedures to accomplish the work. Work requires the exercise of a high degree of initiative, a positive attitude, sound judgment and discretion in the performance of these duties.

**QUALIFICATIONS:**

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.

**REQUIRED:**

- High School Diploma or equivalent
- Minimum of 2 years of custodial experience with Pueblo School District 60
- Reliable transportation
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous supervisory experience preferred.

**SKILLS AND KNOWLEDGE:**

- Basic arithmetic skills
- Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate supervisor or administrator
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community
- Be honest and trustworthy
- Demonstrate sound work ethics
- Operating knowledge of custodial equipment
- Ability to safely measure and mix chemicals

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Meet with principal regularly to determine school custodial needs and expectations
- Organize and plan own work and work of custodial crew
- Instructs, monitors, and informally evaluates performance/proficiency of custodial crew.
- Establishes areas and responsibilities (daily, weekly, monthly) of assigned assistant custodians
- Trains new custodians and substitute custodians in proper methods and building expectations
- Coach and mentor custodians struggling with performance or conduct issues at school.
- Track, document, and investigate complaints from teachers and other staff at school

regarding cleanliness and custodial performance. Refer more serious complaints to Custodial Foreman

- Perform assigned duties to open school every morning by: turning off alarm, unchain doors, turn on all lights, check building for vandalism and secure building before students and staff arrive
- Disinfect, rinse, dust, sweep, mop, graffiti removal, scrub, buff, and wax entire facility, including, but not limited to, classrooms, restrooms, hallways, stairwells, common areas, offices, cafeteria, gymnasium, media center, locker rooms, auditoriums, stages, and custodial offices and storage areas. Secure interior doors and turn out lights
- Check restroom supplies and supply/replace supplies (toilet tissue, hand towels, soap, deodorizers, etc.) as needed
- Write “work orders”
- Check emails daily and disperse information to custodial staff
- Inspect facility and grounds for safety issues and debris
- Notify administrator and custodial foreman of hazardous or harmful situations
- Provide information to parents, facility visitors, and staff
- Assist with staff, public, students, teachers, and community groups authorized to use the building during assigned shift
- Set up/tear down furniture and equipment for special events. Includes setting up, cleaning up, locking/unlocking areas for access, and supporting individuals using building areas
- Change and replace damaged ceiling tiles, light bulbs, and change HVAC filters as scheduled
- Assist with cleaning outside of buildings; remove debris and gravel; clean outside windows, doors, and lighting, and clean exterior building gutters and roof drains
- Remove trash/debris from facility and grounds
- Remove snow and ice from sidewalks
- Provide clean-up for “body spills”
- Order supplies via requisitions and submit work orders for any building or equipment repair
- Perform special cleaning projects
- Perform and supervise seasonal, summer, and project cleaning as planned and assigned by Principal and Custodial Foreman
- Safely and proficiently operate large cleaning equipment
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- Safely measure and mix chemicals

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Principal or Custodial Foreman

The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 7.5-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 - 7.5 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: <b>100 lbs.</b>			X		
Lifting Maximum weight: <b>100 lbs.</b>			X		
Carrying Maximum weight: <b>75 lbs.</b>			X		

**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate but a custodian may be exposed to very loud noises that can damage hearing without proper protection. The Custodian may work inside and outside in all different weather conditions including extreme cold and extreme heat. The Custodian may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin from irritation and infection. Regularly exposed to the possibility of receiving cuts and serious injuries and risk of electrical shock while performing work using power tools and systems