

4J SCHOOL DISTRICT

Job Title:	LEAD CUSTODIAN	Dot #: 381.687-014
Department:	Facilities Maintenance/High School	
Work Hours:	8 hour shift/5 days week, Swing Shift	
Job Summary:	<ul style="list-style-type: none"> •Oversee the work of 5-7 assigned custodians and responsible for the custodial operation at the assigned facility. •Train other employees in the technical aspects of custodial services. Instruct workers and ensure work schedules are communicated and implemented. •Plan and organize all custodial work. •Maintain an inventory of cleaning and custodial supplies, and maintains automated records. •Performs custodial duties: cleans floor surfaces, counter tops, restrooms and locker rooms. •Moves furniture and other equipment as necessary to perform cleaning duties. •Operates floor scrubbers, vacuum cleaners, buffers and other powered cleaning equipment. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<ul style="list-style-type: none"> •Standing/Walking: Constantly; throughout work shift. Distance may vary three to five miles daily depending on task assigned. •Sitting: Occasionally; during breaks and lunch only. •Lift/Carry: Frequently, 1-35 lbs; equipment, supplies, trash. Occasionally 50-75 pounds while moving equipment, heavier supplies and larger bags of trash. •Push/Pull: Frequently; using both hands and arms while mopping/dust mopping moving furniture and materials exerting a force of 15 to 30 pounds. Occasionally up to 75 pounds while moving heavy equipment/furniture. •Climbing: Occasionally; ladders up to a distance of 12 feet while cleaning upper areas or changing lights. •Balancing: Occasionally; while working at heights while cleaning or changing lights or while in man-lift. •Bending/Twisting: Frequently; at waist/knees/neck throughout work shift. Occasional twisting maybe required but can be avoided with attention to proper body mechanics. •Kneeling/Crouching: Occasionally; may be required while cleaning lower areas, retrieving supplies from lower shelves. •Hands/Arms: Constant use in reaching/handling/grasping/fingering while operating equipment, wiping and cleaning surfaces and while using hand tools and other cleaning equipment. Overhead reaching required. •Sight: Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use. •Speech/Written Communication: Frequently; to interact with co-workers and record data. 	
Mental:	<ul style="list-style-type: none"> •Ability to plan work, work schedules, and communicate or otherwise instruct others. •Diagnostic skills in identifying major maintenance malfunctions and ability to communicate problems through work orders and telecommunications. •Ability to work harmoniously with staff, students, administrators, and others. •Adaptability and flexibility to perform work within changing priorities and interruptions. •Must possess effective leadership/supervisory skills in order to provide guidance and training to assigned personnel in a positive and effective manner. 	
Work Conditions:	<ul style="list-style-type: none"> •95% indoors, climate controlled. 5% outdoors while dumping trash, removing debris from building. •Custodians are on 12 month assignments. During summer months, major cleaning of school buildings are required including stripping/waxing floors, high cleaning, high dusting and working from ladders or manlift. Work is more physical during summer months. •Hazards: moving equipment, slippery surfaces, exposure to electric shock and some cleaning chemicals. •Equipment: floor scrubbers, manlifts, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies. Safety equipment can use back support belt (optional). 	