

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Lead Custodian	
<i>Supervisor:</i> Zone Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 6, 6A, 6B, 6C

**Job Summary**

Lead custodians are the working supervisors responsible for the custodial services provided at an assigned building. The category of lead and the degree of direct participation in cleaning tasks varies in proportion to the number of custodians supervised and the service requirements of each building.

**Category Definitions**

- Category I (Grade 6)                      Anderson, Howard Luke, Salcha, and Two Rivers
- Category II (Grade 6A)                Admin Center, Anne Wien, Arctic Light, Badger Road, Barnette, Crawford, Denali, Hunter, Joy, Ladd, Nordale, North Pole Elem, Pearl Creek, Ticasuk, University Park, Weller, and Woodriver
- Category III (Grade 6B)                Ben Eielson, Hutchison, North Pole Middle, Randy Smith, Ryan, and Tanana
- Category IV (Grade 6C)                Lathrop, North Pole High, and West Valley
- District Wide (1 year only)            District wide lead custodians will be given the human resources lead designation premium pay during the year long assignment. Duties above the regular lead custodian position will include: training lead custodians, custodians, and substitute custodians; conducting formal and informal daily inspections of custodial work; providing input for custodial personnel evaluations; and delivering supplies and equipment to facilities as needed.

**Essential Job Functions**

- Schedules, assigns, and inspects the day-to-day work of custodial employees engaged in the cleaning and minor maintenance of district facilities and their premises; makes the necessary verbal instructions to correct deficiencies.
- Performs as the communicator and coordinator for the custodial duties for all shifts. Promotes a harmonious, professional relationship between all custodians in the building.
- Prepares draft performance evaluations for custodial employees working under the lead's supervision.
- Performs a variety of custodial tasks in maintaining the cleanliness, appearance, safety, and sanitation of the buildings and grounds; ensures the physical security of the facilities.

Orders custodial supplies and equipment, and ensures that custodial tools and equipment are maintained in good, safe working condition. Performs custodial inspections, and prepares custodial inspection reports.

Instructs new custodians and substitute custodians in the performance of cleaning duties. Evaluates and reports on substitute custodians. Performs orientations for new employees. Assists in testing of substitute custodial applicants.

Submits work order requests through the building administrative secretary or zone manager for building and equipment repairs. Monitors fire/life/safety regulations, monitors daily building mechanical system operations. Performs preventive maintenance work and monitors custodial work orders to ensure tasks are complete.

Ensures checking of the heat and ventilation systems daily for proper performance and changes filters as designated by facilities management. Heating and air handling systems care and cleaning such as: routine checking of gauges; cleaning and replacing filters; identifying problems and the need for repair and submitting the needed work orders; and daily mechanical room checks.

Maintains custodial supply inventory, daily event log, custodial time sheets, custodial equipment, building activity records, and prepares related reports.

Ensures playground inspections are completed and does minor repairs to playground equipment.

Monitors user groups while they are in the building and/or assigns adequate custodial coverage for monitoring user groups.

Helps to ensure building security through routine checks of doors and windows. Reports any safety violations or vandalism that needs correction.

### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

### **Equipment Used**

Backpack vacuum cleaners, standard vacuum cleaners, buffers (regular and high speed), auto scrubbers, shampooers, hot water extractors, window washers, high pressure and steam washers, brooms, mops, ladders, scaffolding, man lift, snow blowers, lawn mowers, brush cutters, chain saws, sanders, lawn tractors, weed eaters, hand tools, hand power tools, hand trucks, and pallet jacks, computers and copiers.

### **Independent Decisions**

Prepares draft evaluations and conducts inspections; tentatively approves leave requests and forwards them to the zone manager for final approval; prepares rehabilitation work schedules, and places calls to emergency agencies.

### **Primary Working Contacts**

Frequent contact with the facilities management department regarding work orders maintenance projects and personnel actions, and building rentals regarding activities. Coordinates with building administrators, department heads, and other staff. Contact with students involved with after school activities. Monitors public activities in the facility.

### **Responsibility for Cash, Equipment, Safety**

The lead custodian ensures the maintenance, security and safety of all custodial equipment and supplies in the building. The lead custodian ensures, through instruction, inspection, and supervision, the safe operation and practices of the custodians under his/her supervision. The lead custodian is responsible for tool inventory. The lead custodian is responsible for building master keys and substitute custodial keys.

### **Supervision Received and Exercised**

Directly supervises assigned custodians, substitutes, and temporary summer labor help; supervised by the Zone Manager.

### **Unusual Working Conditions**

Night and weekend work, sometimes alone in a building. May work on high ladders, scaffolding, and roofs. May work outdoors on snow removal, ice rinks, and cleaning roof air intake vents in extreme cold. Exposure to mildly toxic cleaning chemicals.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to be on their feet for prolonged periods, and to do light to medium manual tasks such as digging, snow shoveling and furniture moving in a safe manner. Must have dexterity of hands and fingers to operate tools and equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. Must have the ability to perform assigned duties with little training required.
3. Must have the physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs. Ability to lift at least 50 lbs. waist-high, to be on their feet for prolonged periods, and able to do light to medium manual tasks such as digging, snow shoveling, and furniture moving, etc., in a safe manner.
4. Two (2) years of heavy industrial, hospital, or school cleaning experience with emphasis on floor care (tile and carpet) and high cleanliness standards.
5. Must have basic knowledge of minor building maintenance and must have a working knowledge of the ESSA negotiated agreement.
6. Must have skills necessary to read, write, understand, and follow written and oral instructions in English, and must be able to perform basic math functions.
7. Must be able to prepare and maintain basic records and reports.

8. Must have basic computer skills for word processing and email.
9. Must have proven skills to establish and maintain effective working relations with subordinates, supervisors, building staff, students and the public.
10. Depending on specific duties and work locations, a valid State of Alaska driver's license may be required.

The following are preferred:

1. None.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**