

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Lead High School Custodian

Department: Building Services/Operations

Grade I
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: July 2023

Reports To: Principal

Purpose of Job

The purpose of this job is to perform as Lead Custodian in the School System. Duties and responsibilities include assigning work and supervising custodians to ensure cleanliness and safety of the school grounds and building. Ensuring custodial personnel assigned to the school are properly trained on cleaning practices and equipment used. Ensures work order correctness for Building Trades. Reports to Principal or in the absence of the Principal or other building administrators, reports to Custodial & Warehousing Manager/Operations.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned custodial staff, handling employee concerns and problems, counseling, and recommending disciplinary and other personnel actions. Assists principal with interviews of custodial workforce.

Must be capable of assigning work requirements and work areas to assigned custodial staff based on time management system. Inspects custodial staff work areas and maintain a report of findings.

Coordinates with custodians for facility maintenance activities.

Trains new assigned custodial personnel in cleaning procedures to be used and operation of assigned equipment.

Responds to custodial requests and basic maintenance requests from the Principal or designee, and teachers and schedules daily assignments.

Prepares maintenance work orders; directs maintenance personnel to problem areas; picks up after contractors and maintenance. Performs routine maintenance work around the building. Answers alarms on call; prepares school for opening/closing; opens/closes school gates, turns on/off lights and cuts on/off alarms; checks school doors, polices school grounds and checks all restrooms.

Monitors efficiency of buildings systems and reports to the Building Maintenance Department.

Operates buffers, vacuum cleaners, and scrubbers; maintains restrooms, classrooms and halls; prepares gymnasium for sealing; prepares and paints walls and maintains ceilings. Ensures that all custodial equipment is used properly and checked and cleaned after each use.

Prepares and approves custodial supply orders; directs unloading of trucks; and distributes supplies.

Repairs furniture: changes light bulbs, ceiling tiles and cleans windows using stepladder; moves desks, tables, chairs and filing cabinets.

Directs and performs lawn mowing and grounds maintenance; sprays fences.

Establishes and supervises summer cleaning.

Clean, inspect, and remove mold throughout the buildings.

Perform and manage mold mitigation.

Stocks restrooms and cleans up after children who have been sick.

Transfers bio-hazardous material for disposal.

Prepares cafeteria and gymnasium for school programs (chairs, etc.).

Assists in coordinating all after-school activities.

Serves as liaison to the Operations Department staff.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or equivalent) required, with one to three years of custodial and lead worker experience, preferably within a local government (or related): or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and custodial practices as they pertain to the performance of duties relating to the job of Lead Custodian. Has considerable knowledge of custodial practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties or the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and

all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend. Interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date