



POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Secondary Head Custodian	Department: Building & Grounds
Immediate Supervisor's Position Title: Director of Buildings and Grounds	FLSA Status: Non-Exempt
Band/Grade/Subgrade: C-4-4	Bargaining Unit: Head Custodian
<p>Job Summary: Under the direction of the Director of Buildings and Grounds and guidance of the Building Principal, the Secondary Head Custodian coordinates and performs environmental service tasks, cleaning and maintenance of school buildings, mechanical repairs, support services for day and evening school activities, boiler observation and evening security for their assigned school in the Northfield School District. This position assists in providing a safe, clean learning environment for students, staff, and faculty. Secondary Head Custodians differ from Elementary Head Custodians in that the former coordinates a larger staff required to service a larger and/or more complex facility.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Coordinates all cleaning and environmental service tasks for the school building.
Percent of Time:	25	
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Maintains daily work schedule of direct reports for routine cleaning. • Assigns additional tasks according to school activities. • Schedules weekend overtime according to work load. • Arranges for substitute employees during absences of direct reports. • Ensures that tasks meet quality and quantity standards. • Schedules and conducts performance reviews. • Plans and schedules annual heavy cleaning and maintenance for entire building. • Maintains cleaning supply inventory and orders as necessary. • Ensures that sidewalks and entry ways are cleared of snow and ice. 		

Duty/Responsibility No:	2	Statement of duty/responsibility:
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Percent of Time:	35	Coordinates and participates in preventive maintenance and repair activities for school building.
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Tasks involved in fulfilling above duty/responsibility:

- Coordinates maintenance of building by repairing, replacing, testing, and performing preventive maintenance on all building and mechanical systems.
- Checks daily maintenance log, assigns duties and participates with maintenance and repair functions.
- Arranges for substitute employees during absences of direct reports.
- Ensures that maintenance and repair meet quality and quantity standards.
- Schedules and conducts performance reviews.
- Orders parts and hardware for maintenance and repair.
- Coordinates contacting other departments for assistance with repairs as required.
- Plans and schedules annual maintenance for entire building.
- Monitors swimming pool operation, adjusts chemical levels as necessary.
- Maintains and updates records for state and federal health and safety issues.

Duty/Responsibility No:	3	Statement of duty/responsibility: Assists with cleaning activities in designated areas.
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

- Provides assistance with cleaning cafeteria, gym, and other designated areas as required.
- Dust mops and wet mops floors.
- Straightens tables and chairs in cafeteria.
- Empties trash and recyclables.

Duty/Responsibility No:	4	Statement of duty/responsibility: Provides support services for all day and evening activities such as student assemblies, parent teacher conferences and sporting events according to work shift.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Participates in regular meetings with Principal and Activity Director to plan logistics of sports and educational activities.
- Provides set up, tear down and clean-up services on schedule.
- Provides access to building for parents, teachers and students after school hours according to work shift.

Duty/Responsibility No:	5	Statement of duty/responsibility: Performs boiler observation and maintenance to ensure optimum performance.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Monitors boiler, pumps, air handlers, temperature controls and all HVAC components daily.
- Checks gauges and takes instrumentation readings.
- Checks boiler chemical levels and adjusts as necessary.
- Changes leaky bearing assemblies on pumps as required.
- Orders chemicals required for boilers.
- Maintains hazardous waste of used chemicals until shipped.

Duty/Responsibility No:	6	Statement of duty/responsibility:
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Percent of Time:	5	Provides security for school building according to work shift.
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Checks all locks, secures building, sets alarm systems and turns out lights in the evening. • Turns on lights and unlocks entries and exits in the morning, relocks as necessary during school day. • Tracks building keys and codes issued to staff. • Issues keys, processes key returns, inputs and deletes building security codes. 		

Duty/Responsibility No:	7	Statement of duty/responsibility: Participates in coordinating construction projects for building and grounds needs.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Attends monthly meetings with Buildings and Grounds Supervisor to discuss budgets, building and grounds needs. • Assists with planning of upcoming projects. • Provides feedback on progress of projects. • Attends weekly meetings with building contractors, architects and engineers during projects. • Monitors progress of project. • Provides input and feedback to ensure successful completion. 		

Duty/Responsibility No:	8	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	<ul style="list-style-type: none"> • Knowledge of hand, power, and diagnostic tools and 		

Doctorate level	<p>equipment required in the performance of the job.</p> <ul style="list-style-type: none"> • Knowledge of applicable laws, rules, codes and guidelines pertaining to right-to-know and custodial/facility operations. • Knowledge of all safety precautions applicable to trade. • Knowledge of preventive maintenance practices. • Knowledge of the fundamentals and procedures of HVAC operation, repair and maintenance. • Knowledge of Boiler Water Treatment Program and chemicals required. • Knowledge of the application, use and proper storage of all chemicals used in performance of the job. • Knowledge of hazardous waste disposal. • General and fundamental knowledge in the principles and general repair and maintenance procedures in such areas as mechanical, electrical, steam, air system, carpentry and masonry or plumbing. • Knowledge of building structures and maintenance functions required to operate efficiently at minimal cost. • Knowledge of alarm systems and their operation. • Knowledge of cleaning techniques and materials. • Knowledge of district procedures and policies associated with purchasing and other administrative processes. • Knowledge of swimming pool operation and chemicals required.
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Required Work Experience in Addition to Formal Education/Training:
 Requires a minimum of three years related experience in the building maintenance, care and repair.

Required Supervisory Experience:

LICENSE/ CERTIFICATION	<p>Identify licenses/certification required upon hiring:</p> <ul style="list-style-type: none"> • First Class C Steam Boiler License. • Certified Plant Engineer. • Certified Pool Operator License.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building staff. • Planning, scheduling, prioritizing, and organizing tasks and functions for staff. • Leading, monitoring, prioritizing and training staff in job assignments and responsibilities. • Ability to work independently with minimal supervision. • Computer skills in operating of databases used in performance of the job. • Ability to use hand and power tools applicable to trade. • Ability to use appropriate tools and diagnostic equipment to test, repair, or replace equipment. • Ability to operate all equipment necessary in performance of the job including steam boilers, pneumatic controls and all associated components. • Ability to read, understand, and follow safety procedures. • Performing routine carpentry, masonry, plumbing, HVAC, and electrical maintenance, preventive maintenance or repairs.
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	<ul style="list-style-type: none"> • The operation of boilers and required preventive maintenance. • Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment. • Ability to utilize hazardous waste disposal techniques. • Ability to constantly lift, carry, push, pull or otherwise move objects in the performance of the job. • Ability to work over time and be available for 24 hour on-call responsibilities • Ability to operate swimming pool equipment, and adjust chemical levels as required.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
	# of Employees
1	
TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Custodial Engineers, Custodians and Housekeepers	Total: 5-8

<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Welding, steam or exhaust burns pose risks. Electrical shock is a risk involved in working with electronic equipment such as tools and lighting. Asbestos levels during construction demolition activities can pose risks.</p> <p>The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of protective equipment. The potential for risks and hazards can be significantly minimized with proper training, skills, and proper use of safety equipment and risk management procedures.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	

Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell			x	
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds				x
up to 50 pounds			x	
up to 75 pounds		x		
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: