

**Corning Union High School District
Job Description**

JOB TITLE: Lead Custodian Maintenance

Salary Range:

Dept./Family: Custodial Maintenance

Immediate

Supervisor: Director of M & O Approved: Board of Trustees

DEFINITION:

Under general supervision of Director of Maintenance and Operations, to follow a schedule in the performance of custodial and light maintenance duties required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner. Provides lead direction to custodial maintenance employees. This position is distinguished from Custodian Maintenance II or I by levels of responsibilities; in directing the work of others; inventory and requisition of supplies.

ESSENTIAL FUNCTIONS:

- Perform a full range of custodial and light maintenance duties involved in cleaning and maintaining assigned room, equipment, buildings and adjacent areas.
- Leads and provides direction to custodial maintenance staff as directed.
- Perform custodial maintenance work as assigned including moving, arranging and setting up furniture and equipment for athletic and special events and meetings.
- Change lights and lighting fixtures.
- Maintain equipment used in the course of work; report any emergency, safety, health, or fire hazards observed.
- Operate a variety of hand and power equipment and tools, including buffer, wet/dry vacuum cleaners, drills, sanders and other custodial maintenance equipment and tools.
- Perform and direct routine maintenance duties, including repairing hinges, doors, hose connections, desks and chairs; and performing routine painting, plumbing and other related maintenance tasks using hand and power tools.
- May direct students assigned work duties in Custodial Maintenance department.
- Performs related duties as assigned.

ENVIRONMENT:

- Work is performed inside a majority of the time. Some work is performed outside.
- Exposure to cleaning materials, heat, cold, humidity and moisture.
- Work is subject to constant interruptions.
- Exposure to uncomfortable working conditions and equipment hazards including exposure to hazardous chemicals, extreme weather conditions, heat, noise, air contaminants, fumes or dust, harsh cleaning agents and other skin irritants, trash, animal or human waste.
- The noise level in the work environment is usually loud when operating equipment.
- Occasional contact with students and school staff.

PHYSICAL REQUIREMENTS:

- Ability to sit, stand, walk, kneel, bend, crouch, stoop, squat, twist, climb.
- May be required to lift and carry items weighing up to 50 pounds.

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- May be required to climb or work on ladders or on a roof.
- Physical ability to perform light to moderate manual labor.

REPRESENTATIVE DUTIES:

- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets using cleaning equipment such as scrubber, buffer, wet vacuum, and a vacuum cleaner.
- Dust, wash and polish furniture and woodwork.
- Wash windows, door glass, walls, sinks and drinking fountains.
- Clean restrooms; fill paper and soap dispensers.
- Clean white boards as needed or directed.
- Clean, stack and store furniture and equipment; perform minor repairs to furniture and equipment.
- Turn out lights and secure area by locking doors, windows and gates.
- Empty and clean pencil sharpeners and waste receptacles.

KNOWLEDGE, ABILITIES AND SKILLS:

- Methods, materials and equipment used in cleaning and maintaining various types of building surfaces and furniture and equipment.
- Occupational hazards, modern safety practices and procedures and standard safety practices necessary in the area of custodial work as they pertain to cleaning methods, materials and equipment.
- Operate a motor vehicle using safe driving principles and practices.
- Practices of custodial and minor maintenance of public buildings.
- Cleaning chemicals and their interaction.
- Operation and maintenance of power cleaning and polishing equipment in a safe and effective manner.
- Assessing and prioritizing multiple tasks and demands.
- Working within deadlines to complete projects and assignments.
- Identifying and recommending solutions to problems.
- Establishing and maintaining effective working relations with co-workers and other district employees.
- Perform routine maintenance tasks such as repairing hinges, doors, hose connections, desks, and chairs using hand and power tools and to change lights and lighting fixtures.
- Perform routine painting, plumbing, and other related maintenance activities using hand tools.
- Correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

QUALIFICATIONS:

- Four years of work experience in the custodial field preferred.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Principles of leadership and training.
- High School Diploma or equivalent required.

LICENSE OR CERTIFICATE REQUIREMENTS:

- Possession of a current valid Class C driver's license.