



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Day Lead Custodian	Department: Buildings & Grounds
Immediate Supervisor's Position Title: Director of Buildings & Grounds	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Director of Building & Grounds, the Day Lead Custodian is responsible for leading and coordinating the daily cleaning and maintenance activities within the building during assigned shift. Duties and responsibilities include monitoring and ensuring that established standards of cleanliness are maintained; makes sure mechanical equipment is operating properly; participates in cleaning and custodial duties within the building; coordinates, leads and monitors work of building cleaners to ensure a clean and safe environment.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads, trains and monitors the work of building custodians. Monitors work of subordinates to ensure that work meets standards.
 - a) Monitors and ensuring the cleaning of assigned areas by cleaning personnel.
 - b) Makes additional assignments, adjustments or assigns work orders based upon work requirements and needs.
 - c) Informs proceeding shift and Night Lead Custodian of needs, work orders, etc. that require follow up and/or completion.
 - d) Identifies building problems, needs or issues and communicates with the Building Principal or Director of Buildings & Grounds concerning changes in work schedules, facility needs, etc.
 - e) Informs supervisor of performance problems, training needs, or other staffing/personnel issues.
- Assists staff in general cleaning and janitorial needs within the building. Maintains and cleans gym and lunchroom areas. Removes snow and ice from building entryways. Assists in other custodial duties to assure building needs are met and as needed.
- Performs general repairs within the building, as appropriate. Monitors energy management and monitors mechanical systems/equipment in the building to assure there proper operation. Contacts Director of Buildings & Grounds concerning repair needs and monitors vendors conducting repairs within the building.
- Orders building custodial and cleaning supplies needed to maintain the building.
- Serves as a liaison between the building maintenance personnel, the Principal, building staff and Director of Buildings & Grounds in resolving priorities, needs and operational aspects within the building.
- Coordinates extensive summer cleaning projects and various maintenance/cleaning projects within the building.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, seminars, health and safety meetings.
- Attends work regularly and punctually.

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:
	Doctorate level		
<ul style="list-style-type: none"> • Knowledge of modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets furniture, walls and fixtures. • Safety rules, guidelines and codes pertaining to building operations. • Knowledge of the operation of heating and cooling equipment or other mechanical systems within the building. • Knowledge of the use and operations of cleaning equipment, tools, materials and supplies used in custodial work. • Knowledge of safety procedures related to blood borne pathogens, body mechanics, hazardous materials and chemicals, and confined spaces. • Knowledge of district and department policies and procedures. 			
Required Work Experience in Addition to Formal Education/Training:			
Requires a minimum of 3 years previous experience in custodial, cleaning, and general maintenance of a facility.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring:	
		Must be willing and able to obtain and maintain a State of Minnesota "Chief" Class C Stationary Engineers License within a specified time frame.	

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Skilled in:</p> <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with building administrators, building staff, students, and operations personnel. • Leading, delegating and monitoring staff activities and functions to assure work standards and compliance with departmental work orders, schedules, and responsibilities. • Maintaining and organizing custodial records and recordkeeping requirements established by the District. • Performing general preventive maintenance and service within the building to assure mechanical equipment, energy management, boiler, lighting and fire/security equipment and systems are operating properly. • Training staff in duties and responsibilities. • Ordering supplies in accordance with district procedures. • Operating heating and cooling equipment within the building. • Cleaning and caring for the appearance of building and its surfaces. • Using tools, chemicals and cleaning equipment. • Reading, understanding, and following safety procedures and written instructions. • Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Night Lead Custodian	1
2	Custodial Cleaners	1-3
3	Custodial Maintenance	1
TOTAL		1-5

INDIRECT SUPERVISION:	
Number of employees indirectly supervised	Total:

<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption.</p> <p>The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	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 .