

## Boulder Valley School District Job description

Job Title: Lead Custodian  
 Department: Operations  
 Reports to: Principal and Head Custodian  
 Prepared/Revised Date: May, 2011

Pay Range: Unit C; Grades 6 & 8  
 Work Year: 12 Months  
 261 Days

### **Summary**

Provide a sanitary and safe environment for the students, staff, and the community.

### **Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Job Tasks and Descriptions</b>	<b>Frequency</b>	<b>Estimated % of Time</b>
1. Clean areas of the building such as classrooms, offices, student and staff bathrooms, stairwells, cafeteria, hallways, library, etc., using proper cleaning practices and procedures and using custodial equipment in safe and efficient manner.	Daily	63%
2. Remove trash from the building and from outside trash containers and placed into the dumpster.	Daily	5%
3. Demonstrate effective communication (verbally and written) with the Principal, teaching staff, custodial staff and community members. Write and respond to emails from head custodian, teaching staff, and administration.	Ongoing	1%
4. Coordinate and assist in set-ups and breakdowns for sporting, special events, and meetings. Locking/unlocking areas for access, and provide customer support.	Daily	6%
5. Review work performed by other custodial staff members, redirect work of custodial staff when necessary, inform head custodian on cleaning and equipment needs, assist with training and provide input for evaluations.	Ongoing	1%
6. Monitor buildings lighting, plumbing, electrical and mechanical systems (boilers, uni-vents, etc). Repair/report issues to head custodian.	Daily	1%
7. Attend the required asbestos training in-service.	Ongoing	1%
8. Perform integrated school pest management (IPM).	Ongoing	1%
9. Secure the building. Lock classroom and office doors, close windows and turn off lights. Check and lock exterior doors by walking the perimeter of the building and set security alarm.	Daily	5%
10. Remove snow and ice from areas around the building not accessible by snow plows. Perform seasonal projects such as mowing areas not accessible by a ride-on mower, tree trimming, cleaning outside windows and other assigned seasonal projects.	Seasonal	5%

11. Participate in deep cleaning of building during summer intermission, and as assigned.	Annually	2%
12. Respond to, and report appropriately, issues such as alarms, water leaks, fires, mechanical/electrical failures and gas leaks.	Ongoing	5%
13. Perform other job-related duties as assigned.	Ongoing	3%
14. Participate in crisis management plan for assigned school, as directed by the principal or incident commander.	Ongoing	1%
	<b>Total =</b>	100%

**Education and Related Work Experience**

High school diploma or equivalent

1- 2 years of custodial experience

**Licenses, Registrations or Certifications**

Must pass various pre-employment background screenings

**Technical Skills, Knowledge and Abilities**

Oral and written communication skills.

English language skills (ability to read, write, and speak English).

Interpersonal relationship skills.

Ability to promote and follow building and department policies.

Ability to communicate, interact, and work effectively and cooperatively with people from diverse and educational backgrounds.

Ability to recognize the importance of safety in the workplace. Must follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

Safely and effectively operate custodial and maintenance equipment and tools. This includes, but is not limited to the following: vacuums, carpet extractors, floor buffers, grounds equipment, electric hand held tools, basic hand held tools, paint tools, and other equipment used in custodial maintenance.

Knowledge of proper cleaning procedures and preventative measures when using cleaning agents and pesticides.

**Reporting Relationships and Direction/Guidance**

	<b>Position Title</b>	<b>Job Code</b>
<b>Reports to:</b>	Principal	
	Head Custodian	

	<b>Position Title</b>	<b>Job Code</b>
<b>Direct reports:</b>	Custodian	

**Physical Requirements and Working Conditions**

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Use of hands and arms to push, pull & manipulate				X
Reaching with arms, including overhead				X
Climb or balance			X	
Stoop, kneel, bend, twist, crouch or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		
Sit		X		

Weight and Force Demands	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds, dual lift		X		
More than 100 pounds	X			

Mental Functions	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal skills		X		
Compile		X		
Negotiate		X		

Work Environment	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions			X	
Work near moving mechanical parts			X	
Work in high precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals				X
Outdoor weather conditions			X	
Extreme cold		X		
Extreme heat		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

Vision demands	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish color)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X