



Job Title: **Assistant Facility Manager - District Offices**

Department: **Various Locations in the District**

Supervisor: **Manager/Coordinator/Director**

Lane Placement: **ESP Lane 8**

Schedule: **8 hrs / 245 days**      Evaluation Group: **JCES 2**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Manager Coordinator or Director, the Head Custodian performs and is responsible for cleaning and maintenance services for the school. Incumbent directs the activities of a large custodial staff in cleaning and maintaining buildings and surrounding grounds. Coordinates the use of the building and grounds for extra activities. Insures the safety, comfort and security of the building.

## **ESSENTIAL FUNCTIONS**

- **STAFF**
  - Supervises a staff of custodians and sweepers and inspects work to see that cleaning tasks are accomplished properly.
  - Formulates work rules and procedures for the custodial staff.
  - Trains and supervises assistant custodians, sweepers and summer helpers. May also work with juvenile offenders.
  - Schedules shifts and vacations and coordinates to solve personnel problems.
  - Provides input into retention, employment and promotion decisions.
  - Formulates work rules and procedures for the custodial staff.
  - May work with and train custodians.
  - Predictable and reliable attendance.
  
- During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.
  
- **CLEANING/REPAIRS/MAINTENANCE**
  - Performs and schedules general cleaning tasks for building of approximately 60,000 up to 380,000 square feet depending upon the school(e.g. cleaning bathrooms, washing counters, mirrors, and other surfaces).
  - Performs major summer cleaning of the building (e.g. washing walls, furniture and other building furnishings).
  - Performs minor to moderate repair of building equipment (e.g. maintenance of heater and fan units, glazing windows, repairing playground equipment, repairing furniture, door closures, sprinkler systems). Breaks down heating/cooling system for inspection and reassembles. Changes belts on fan units and repairs minor lighting and thermostat problems.
  - Performs and assigns as many repair tasks as possible and calls in maintenance personnel if necessary. (e.g. broken valves, plugged drains, broken floor tiles and equipment malfunction).

- Directs and supervises summer cleaning and repair of all buildings (e.g. cleaning ceilings, walls, furniture).
- Oversees grounds maintenance (e.g. watering, trimming, weeding, and mowing).
- Supervises the safety of buildings and grounds (e.g. slippery floors, sharp or broken objects).
- Maintains grounds ranging in size from 20 to 50 acres (e.g. watering, trimming and weeding).
- Responsible for snow removal.
- **BUILDING COORDINATION/ACTIVITIES**
  - Arranges for a staff member to be present when facilities are in use.
  - Coordinates the use of the building and grounds for multiple special activities (e.g. games, community and school plays, PTA and dances). And arranges for a staff member to be present when facilities are in use.
  - Insures that building is secure with locked doors and security systems in operation. Monitors security for educational equipment (e.g. AV equipment, computers). Incumbent is on call for building security and emergencies after hours.
  - Responsible for fire alarms and enforcement of fire codes to make sure equipment is in proper order and if not, requests a work order.
  - Fires and threats can become hazardous for custodial personnel because they are left to work with firemen or local officials to the conclusion of the problems.
- **OFFICE WORK/PAPERWORK**
  - Orders custodial supplies, writes work orders, and processes and maintains paperwork related to buildings and grounds maintenance.
  - Maintains necessary custodial records (e.g. orders, requests, payroll and work schedules).
  - Makes decisions, within established policy and procedural guidelines, regarding materials, supplies and equipment.
  - Keeps an inventory of supplies, tools and equipment.
  - Required to attend all scheduled training and departmental meetings.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires successful completion of JCOS training and other District in-service classes.
- Requires six months of directed custodial experience in which custodial competence is acquired.
- Requires a minimum of two years experience as a head custodian within a school or similar organization.
- Must demonstrate competence in reading, writing, and math.

- Requires mechanical aptitude in plumbing, electrical, general repair in operating and minor maintenance of various heating and cooling systems and cleaning equipment (e.g. scrubbers, buffers, vacuums, drills, weed eater).
- Requires ability to organize and direct the activities of a large custodial staff.
- Requires knowledge of computers which run equipment.
- Requires advanced interpersonal skills in sometimes unstructured situations. Interacts with District and school personnel and administrators, students, and general public.
- Requires ability to coordinate care, maintenance, repair and use of school facilities.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Operates a variety of cleaning and repair equipment (e.g. wrenches, drills, snow blowers, tractors, floor scrubbers, buffers, vacuums).

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Requires the ability to lift a minimum of ten (10) pounds.
- Job involves physical effort (e.g. bending, lifting, and shoveling).
- Work involves repairing and using equipment that requires alertness and care to avoid injury (e.g. boilers, incinerators, fans).
- Some students may be abusive.
- Some work is performed outdoors.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of fifty (50) pounds
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020