



Job Title: **Assistant Facility Manager-Transportation & Warehouse**

Department: **Custodial Services**

Supervisor: **Custodial Services Coordinator**

Lane Placement: **ESP Lane 5**

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

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Custodial Services Coordinator, the Head Custodian is responsible for cleaning and maintenance services on the complex, grounds and vehicle compound. Directs the activities of a small custodial staff in cleaning and maintaining the buildings and surrounding grounds. Coordinates the use of the building for large training/in-service activities. Maintains the necessary cleaning supplies and appropriate maintenance records and is responsible for the safety, comfort, and security of the buildings, grounds and vehicle compound. Must ensure the professional atmosphere of the office building while performing cleaning and maintenance duties.

ESSENTIAL FUNCTIONS

- Oversees and participates in general cleaning tasks.
- Performs major cleaning of the buildings and storage facilities (approximately 60,000 square feet).
- Directs a small custodial staff in cleaning and maintaining the buildings and surrounding grounds.
- Performs minor to moderate repair of building equipment (e.g. maintenance of boiler and fan units, glazing windows, repairing furniture, door closures).
- Submits work orders to Maintenance Department for major or special repairs.
- Must be familiar with the proper settings and day-to-day maintenance of the buildings' mechanical systems and various other equipment.
- Coordinates the use of the building for special activities.
- Prepares the set-up of the various rooms as outlined. This includes the responsibility for providing and maintaining the audiovisual equipment.
- Ensures the security of the vehicle compound and ensures that a visual check is made of the area.
- Orders custodial supplies and maintains prudent inventory.
- Maintains necessary custodial records (e.g. work orders, requisitions, work schedules, routine building maintenance).
- On call for building security and other emergencies after hours.
- Prepares a schedule for the routine maintenance of building systems (e.g. heating cooling, fire protection).
- Monitors the safety of the buildings and grounds (e.g. slippery floors, sharp or broken objects).
- Oversees the security of the facilities (e.g. doors and windows are locked, alarms set, compound gate locked).
- Maintains grounds (e.g. watering, trimming, weeding, edging) covering an area of approximately 10 acres.
- Operates a variety of cleaning and repair equipment (e.g. wrenches, drills, snow blowers, floor scrubbers, buffers, vacuums).
- 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.

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 two years job related work experience with demonstrated competence. Eighteen months of this experience must have been in the custodial industry as an equivalent to a School Head Custodian.
- Must demonstrate competence in reading, writing, and math.
- Requires good interpersonal skills. Interacts with District personnel, the general public, and State and government agencies in coordinating use of the facilities. Interacts with educators and other professionals on a daily basis.
- Requires mechanical aptitude in plumbing, electrical, general repair and mechanical repairs (e.g., minor maintenance on various heating and cooling systems and cleaning equipment).
- Requires ability to determine how and when to make minor repairs (e.g. broken valves, plugged drains, loose carpet, broken floor tiles, equipment malfunctions).
- Requires ability to organize and prioritize workload and make assignments to staff.
- Learn M.S.D.S. safety procedures.

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.

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

- Job involves physical effort (e.g. bending, lifting, moving, shoveling, etc.).
- Involves repairing and using equipment that requires alertness and care to avoid injury.
- Works with cleaning solvents.
- Some work is performed outside in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) 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

ADA _____

HR _____

Effective date: 6/9/2020