

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: LEAD NIGHT CUSTODIAN

LOCATOR: 2

Position Type: Non-Exempt	Department: Operations
Salary Schedule: Classified Level II	Reports to: Maintenance Supervisor
Salary Range: \$8.71	Location: District Office
Term of Employment: Night Custodian Calendar	Date: 4/16/12
Shift: Night	Approved by: Human Resources

We are creating excellent schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: To supervise a night custodial crew in order to prepare school facilities for next day operations by providing an excellent environment that is clean and safe for students, staff and visitors.

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.

ESSENTIAL FUNCTIONS:

- Performs housekeeping of district offices, classrooms, and other district areas by emptying all trash receptacles, vacuuming carpets, mopping floors, and dusting furniture;
- Performs housekeeping of restrooms by cleaning fixtures, mirrors, dispensers, door handles, light switches, disinfect toilets and urinals, and restock paper materials as needed;
- Cleans whiteboards, walls and windows as needed;
- Reports all items that need maintenance or repair immediately to the school principal;
- Completes established schedules and procedures for the regular, on-going custodial care of area assigned;
- Assists administration with athletic and activity events as assigned;
- Arranges furniture and equipment for special activities;
- Inspects buildings and grounds for broken equipment or vandalism and reports the need for repairs;
- Sweeps concrete surfaces immediately adjacent to the school buildings;
- Participates in thorough cleaning of school plant and facilities during summer vacation and other periods, including some minor painting and simple maintenance duties;
- During summer vacation period, may be assigned to intensive cleaning work, including washing walls, moving furniture, stripping and resurfacing gym floors, and similar duties, wherever needed;
- Ensures the facility is secure by closing and locking all windows and doors;
- Operates vehicles in accordance with Arizona Highway Traffic Division regulations as well as Wickenburg Unified School District policies and rules;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- May perform minor maintenance tasks to keep assigned area safe and operating;
- Assists other personnel for the purpose of supporting them in the completion of nightly tasks;
- Other job related duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises the night custodial crew to ensure a safe and orderly environment.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Ability to follow safety practices and procedures;
- Ability to operate appropriate machinery and equipment such as small-hand, power tools, vacuum cleaner, rug shampooer, floor waxer, steam cleaner, carpet pile machine;
- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;

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- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Maintains valid Arizona Drivers License;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent;
- Experience and/or training in repair and maintenance of buildings and operating systems for buildings;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Communicate in effectively in both English and Spanish (bilingual);
- Communicates effectively with immediate supervisor, other administrators, and other department members.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals for the purpose of tracking time worked accurately.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- Must be able to lift 50 pounds; must be able to climb a 10 foot ladder;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate, but can reach higher levels depending on the job, equipment and environment;
- Routinely working outdoors in possibly inclement or extremely hot conditions;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by supervisor in accordance with Board Policy.

COMMENTS: Position activated for FY13 due to cancellation of ABM as contracted service.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.

Reviewed / agreed to by _____ Date _____

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