



Job Title: **Lead Custodial Worker II**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 14

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to lead general upkeep, sanitation, and maintenance of school building facilities and grounds.

ESSENTIAL JOB FUNCTIONS

- Performs a wide variety of custodial work; carries out lead worker responsibilities including: training in job skills, assigning tasks and inspecting work performed, making recommendations in performance appraisal, and reporting problems to the principal.
- Empties trash containers, pencil sharpeners, and other waste receptacles.
- Vacuums and shampoos carpets; sweeps, mops, and polishes floors; strips, seals, and waxes floors.
- Dusts, cleans, and polishes furniture and woodwork; polishes windows, glass, and mirrors.
- Performs general maintenance work, i.e., changes light bulbs, cleans air filters, remove hazards, stocks supplies as necessary.
- Cleans bathroom toilets, sinks, and fixtures; replaces paper supplies and soap in restrooms; cleans and disinfects drinking fountains.
- Cleans chalkboards, trays, and erasers.
- Removes graffiti from walls, woodwork, furniture.
- Utilizes various cleaning agents, mixing according to label instructions, and using in accordance with prescribed safety precautions and directions.
- Utilizes various custodial and general maintenance equipment, i.e., mops, brooms, floor buffers, pressure cleaners, power sweepers, polishers.
- Identifies and reports all maintenance problems.
- Assists school personnel in handling, moving, and stacking of heavy crates, boxes, chairs, desks, tables, supplies, furniture, and equipment; may assemble or disassemble furniture, equipment, or other items.
- May assist craft or tradesman with routine repairs or renovations.
- Enforces all appropriate health precautions are taken to ensure the safety of students, school employees, custodians, and visitors; develops and facilitates safe work practices; ensures all security measures are maintained.
- Ensures building security by locking and unlocking doors and gates.

- Orders and maintains supplies.
- Supervises subordinates and ensures work is completed.
- May perform the work of all levels of Custodial Staff as needed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent preferred.
- Two (2) to three (3) years of responsible custodial experience, to include experience in a lead position, and a demonstrated ability to fulfill the physical requirements of the work.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of supervisory policies and procedures.
- Requires the ability to display knowledge of materials, methods, and equipment used in janitorial work.
- Requires the ability to display knowledge of various cleaning agents.
- Requires the ability to display knowledge of custodial supplies and equipment.
- Requires the ability to display knowledge of cleaning methods.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to utilize various cleaning agents in accordance with prescribed safety precautions and directions.
- Requires the ability to operate a variety of custodial equipment.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use or repair small/light equipment, such as power tools, and medium equipment and machinery, such as vehicles or commercial mowers.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to stand, and walk, and use hands to clean, is frequently required to reach with hands and arms, stoop or kneel, and lift and/or move up to 50 pounds, and is occasionally required to climb and work from ladders while cleaning or replacing light bulbs. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, crouching, feeling, fingering, grasping, handling, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: