

Litchfield School District - SAU 27

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| POSITION TITLE: DISTRICT CUSTODIAL SUPERVISOR | |
| Job Description Approved By: <i>Litchfield School Board</i> | Date: <i>10/02/2019</i> |
| General Purpose: | To manage custodial responsibilities in such a way as to ensure a safe and healthy environment for students and staff; an environment conducive to learning, and support efficient operations within the building. |
| Reports to: | District Facilities Director |
| Supervises: | Building Custodial Staff |

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Supervise the efficient and effective operation of school buildings ensuring compliance with all state and local building, environmental, fire, and safety requirements.
2. Schedule and supervise custodial staff tasks on a daily basis to insure timely action on routine and requested work, and the cleanliness of assigned buildings.
3. Brings up to date and current methods of cleaning and provides staff development to custodians.
4. Maintain proper physical and climatic conditions in assigned buildings.
5. Maintain and order supplies and equipment, as needed, within assigned budget amounts.
6. Work with the Facilities Director to interview, hire, supervise, and develop all site custodial staff. Evaluate custodial staff performance following district personnel policies and procedures. Ensure that a training plan is developed and implemented for all custodial staff.
7. Notify the appropriate building and district personnel when emergency or unusual situations occur.
8. Perform routine maintenance and repairs as needed.
9. Be available for emergencies, or additional work, as required.
10. Maintain effective relations with building staff, students, and the public.
11. Assists custodians, as needed, in ordering of supplies and monitors expenditures.
12. Cover custodial absences when substitutes are not available.
13. Work with the Facilities Director to develop the annual custodial budget.
14. Perform other tasks and assume other responsibilities as may be assigned by the Facilities Director.

TERMS OF EMPLOYMENT:

Exempt. Salary established by the Board.

MINIMUM QUALIFICATIONS:

1. High School diploma or G.E.D. preferred.
2. Minimum of three (3) years custodial experience, preferably with a school district, with demonstrated managerial, supervisory and leadership skills.

3. Strong interpersonal and verbal communication skills, including the ability to maintain effective working relationships within the District, and with other relevant local agencies and the community.
4. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid NH Driver’s License.

EVALUATION:

Facility Director or designee.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

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| 1. Lift up to 10 lbs: | Frequently required |
| 2. Lift 11 to 25 lbs: | Occasionally required |
| 3. Lift 25 to 50 lbs: | Occasionally required. Assistance may be available. |
| 4. Lift over 50 lbs: | Rarely required. Assistance may be available. |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required. Assistance may be available. |
| 8. Carry over 50 lbs: | Rarely required. Assistance may be available. |
| 9. Reach above shoulder height: | Occasionally required. |
| 10. Reach at shoulder height: | Frequently required |
| 11. Reach below shoulder height: | Frequently required |
| 12. Push/Pull: | Frequently required |

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

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| 1. Grasping: | Frequently required |
| 2. Handling: | Frequently required |
| 3. Torquing: | Occasionally required |
| 4. Fingering: | Frequently required |
| 5. Controls and Equipment: | Hand and power tools, floor buffers, vacuum cleaner, mops and brooms, power and hand snow removal equipment, ladders, motor vehicle, telephone, and computer. |

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

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| 1. Twisting: | Occasionally required |
| 2. Bending: | Frequently required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Rarely required |
| 5. Kneeling: | Occasionally required |
| 6. Crouching: | Rarely required |
| 7. Climbing: | Rarely required |
| 8. Balancing: | Not required |

Work Surface(s):

Varies from carpeting, linoleum, tile, concrete, gravel, hot top, dirt, and grass. Wet and slippery surfaces.

During the Work Day, Employee is Required to:

| | <u>Consecutive Hours</u> | | | | | | | | | <u>Total Hours</u> | | | | | | | |
|-------|--------------------------|----------|----------|---|---|---|---|---|--|--------------------|----------|----------|---|---|---|---|---|
| Sit | 1 | <u>2</u> | 3 | 4 | 5 | 6 | 7 | 8 | | 1 | <u>2</u> | 3 | 4 | 5 | 6 | 7 | 8 |
| Stand | 1 | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 | | 1 | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 |
| Walk | 1 | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 | | 1 | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 |

**Work Performed: Inside: 90%
 Outside: 10%**

Cognitive and Sensory Requirement(s):

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| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and inquiries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Smelling required to detect odors, such as gas, electrical smoke, etc. |

Other Training, Skills and Experience Requirements:

Ability to work with staff, vendors, regulatory agencies, and the community.

Summary of Occupational Exposures:

Floor and bathroom disinfectants, sanitizers, other cleaning fluids, and general office environment.

Exposure to extremes of heat, cold and wet weather conditions.

Other Considerations and Requirements:

This position requires employee to be able to work on multiple tasks simultaneously.

Physically able, as job includes lifting and stair climbing. Employee must be able to perform various tasks as required in maintaining school buildings. Employee is typically able to work at his/her own pace.

Satisfactory completion of a criminal background check will be required prior to employment.

Incumbent has no authority for disciplining students during school hours.

This position is performed approximately eighty percent (80%) on the second shift, with the remaining time on first shift, adjusted seasonally. Schedule to be determined by Facility Director.