DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Custodian – Assistant Lead

Reports to: Lead Custodian

Dept. /School: Maintenance

Wage/Hour Status: Non-Exempt

Pay Grade: AUX-3

Date Revised: 9/22/2022

Primary Purpose: The Assistant Lead Custodial Associate shall be responsible for the direct supervision of the Custodial Associates and/or substitute Custodial Associates serving in the location in which the Assistant Lead Custodial Associate is assigned. The Assistant Lead Custodial Associate is responsible for the daily quality assurance of his/her assigned facility and for maintaining a high standard of customer service to the students, faculty, and staff of DISD. The DISD Assistant Lead Custodial Associate must be able to perform his/her responsibilities without direct supervision.

Qualifications:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Knowledge of routine custodial practices and methods
- Knowledge of equipment, chemicals, and materials used in cleaning processes
- Knowledge of minor repair techniques and building and grounds maintenance
- Ability to manage personnel
- Effective planning and organizational skills

Experience:

- Experience relative to the performance of duties
- One year custodial experience or two years related experience

Major Responsibilities and Duties:

- Perform custodial responsibilities in a professional and safe manner to provide a sanitary and appealing environment in DISD facilities at all times
- Maintain a neat, uniformed, and professional appearance at all times
- Interact with all DISD faculty, staff, support staff, students, and visitors in a moral and ethical manner. Contact with students, faculty, and staff should be limited to professional contact only

- Develop and maintain a cooperative working relationship with all campus administrators, faculty, and support staff
- Provide facility security by assuming responsibility for securing all windows and doors and safeguarding access to facilities, keys, and security codes by unauthorized persons
- Report to campus administration or to Custodial Supervisor any suspicious persons or activity on or around DISD properties
- Become familiar with the location and use of fire safety equipment
- Comply with all local/federal laws and regulations for the proper storage use and disposal of hazardous materials and waste
- Operate and maintain all district equipment in a professional and safe manner in accordance with rules, regulations, and district and departmental policies.
- Generate work orders addressing safety or maintenance needs and forward to the Maintenance and Operations department or give to Custodial Supervisor. Report all unsafe conditions immediately.
- Maintain energy conservation practices per district policy.
- Become familiar with all equipment, processes, and procedures necessary for completing all cleaning tasks during project breaks.
- Perform other tasks as assigned by the campus administration, his/her designee, the Lead Custodial Associate, Custodial Supervisor, or Custodial Coordinator

Supervisory Responsibilities: None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Electrical measuring and testing equipment; welding equipment; hand tools; power tools; hoist; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; may work on rooftops; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise,

vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; may work irregular and prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____ Date _____