Little Cypress-Mauriceville CISD			
Job Title:	Head Environmental Technician	**Wage/Hour Status:**	Non-Exempt
Reports to:	Environmental Technician and Warehouse Supervisor	**Pay Grade:**	Auxiliary Group 4
Dept./School:	Maintenance	**Date Revised:**	09/17/2025

Primary Purpose:

Supervise the campus environmental technician operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:
None specified

Special Knowledge/Skills:
Ability to read and understand instructions for cleaning, maintenance, and safety procedures
Knowledge of minor repair techniques and building and grounds maintenance
Ability to operate cleaning equipment and lift heavy equipment
Ability to properly handle cleaning supplies

Experience:
Two years experience in environmental technician services

Major Responsibilities and Duties:

Environmental Technician Management

1. Direct and monitor the work of environmental technicians at assigned campus.
2. Help screen, select, and train environmental technicians.
3. Supervise and evaluate environmental technicians.
4. Direct and assist in setting up facilities for special events.
5. Assure that all paperwork for environmental technician staff is completed in a timely manner. This includes, but is not limited to time sheets, sick leave forms, overtime sheets, and work schedules.

6. Perform monthly walkthroughs for each employee on the environmental technician staff and document job performance.

7. Direct and assist in making sure sections get cleaned when an employee assigned to that section is not at work.

Cleaning

8. Implement and maintain established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.

9. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.

10. Comply with local laws and procedures for storage and disposal of trash.

11. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.

Maintenance and Repair

12. Assist with lunchroom set up, including arranging tables and chairs.

13. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.

14. Make minor building repairs as needed and report major repair needs to principal.

15. Move furniture or equipment within building as directed by principal.

Safety

16. Assume responsibility for opening and closing building each school day.

17. Oversee procedures for locking, checking, and safeguarding facilities.

18. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.

19. Inspect machines and equipment for safety and efficiency.

20. Operate tools and equipment according to established safety procedures.

21. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

22. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

23. Activate and deactivate burglar alarms daily or as needed.

24. Be available to work overtime as needed.

25. Perform other duties assigned by the supervisor.

Supervisory Responsibilities:

Supervise, monitor, direct, and evaluate the work of environmental technicians.

Equipment Used:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, steamer, and automatic scrubber.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Strenuous walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials.