THE SCHOOL BOARD OF MARTIN COUNTY

LEAD CUSTODIAN

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent.
(2) Two (2) years successful custodial experience.
(3) Ability to communicate in English verbally and in writing.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of OSHA and EPA requirements related to assignment. Ability to communicate orally and in writing. Ability to work harmoniously with custodial staff. Ability to organize and prioritize. Knowledge of supervisory techniques. Ability to perform minor repairs to equipment, building and grounds.

REPORTS TO:

Plant Operator

JOB GOAL

To provide care, maintenance, cleanliness and safety of the school plant and grounds for the students and staff of the Martin County School District.

SUPERVISES:

Custodial Staff as assigned

PERFORMANCE RESPONSIBILITIES:

Service Delivery

* (1) Perform routine maintenance, custodial and grounds services for safety and appearance including operation and care of equipment.
* (2) Assist immediate supervisor in identifying needs relating to custodial, maintenance and safety issues.
* (3) Provide for the opening and/or securing of the facility as assigned.
* (4) Assist with lifting or moving heavy objects.
* (5) Supervise the distribution and use of custodial supplies.
* (6) Assist the custodial staff in utilizing the most effective cleaning techniques.
* (7) Comply with local laws and procedures for the storage of flammable materials and disposal of trash.
* (8) Serve as shipping and receiving agent for school materials, supplies and equipment.
* (9) Provide for the opening and securing of the facilities as assigned.
*(10) Assist with grounds maintenance as required.

Employee Qualities/Responsibilities

*(11) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(12) Follow attendance, punctuality and other qualities of an appropriate work ethic.
*(13) Ensure adherence to good safety standards.

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LEAD CUSTODIAN (Continued)

*(14) Model and maintain high ethical standards.
*(15) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

*(16) Exercise service orientation when working with others.
*(17) Keep supervisor informed of potential problems or unusual events.
*(18) Use effective, positive interpersonal communication skills.
*(19) Respond to inquiries and concerns in a timely manner.

System Support

*(20) Exhibit interpersonal skills to work as an effective team member.
*(21) Follow federal and state laws as well as School Board policies, rules and regulations.
*(22) Demonstrate support for the school district and its goals and priorities.
*(23) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(24) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
(25) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	A, H, I, R, S
- frequently	D, F, G, K, M, N, O, V
- constantly	B, C, L, Q, T, U
Working Conditions	C
Materials, Tools and Equipment	A, B, M, N

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities