

## Carson City School District Job Description: Custodian III

**Job Title:** Custodian III

**Location:** School Site or Department

**Reports To:** Principal, Supervisor, or Designee

**FLSA Status:** Non-exempt

**Prepared By:** Associate Superintendent of Human Resources

**Prepared Date:** 12-23-2019

### **General Job Description:**

Under direction of Operations supervisor, leads and participates in the work of a moderate to large size crew of custodians (3 to 6+) performing work in a school; is responsible for the performance of routine cleaning work in assigned areas; performs related work as required.

### **Experience or training required:**

**Knowledge of:** Methods, materials and equipment used in custodial work; techniques and tools required to maintain the cleanliness of school buildings and equipment; general principles of supervision and training; appropriate safety precautions and procedures.

**Ability to:** Use cleaning materials, disinfectants, equipment and tools use in custodial work; estimate quantity and types of material and supplies needed; maintain simple records; lead a small crew to ensure that scheduled work is effectively completed; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

**Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position:** Graduation from high school or the equivalent. A typical qualifying entrance background is completion of informal training in custodial services or a closely related field; or Entry-level experience performing general custodial duties; or Experience at or equivalent to experience as a Custodian in the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

### **Licenses or Certificates required:**

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

### **The Job Functions:**

Positions in this class serve as the head custodian or as a night shift supervisor at a high school exercising supervision of custodial operations in larger facilities with increased staffing. Incumbents are responsible for work scheduling, the ordering and control of custodial supplies and equipment and for inspecting the facility as well as coordinating repairs with District maintenance personnel, energy management, and high public use of facilities during the night shifts. Incumbents ensure that facilities are secure and operational and are expected to respond appropriately to emergency situations as they arise.

### **Essential Job Functions:**

Ensures that each member of the custodial staff has a copy of the cleaning schedule; inspects work done in accordance with the cleaning schedule; changes schedule and makes reassignments to ensure cleanup of classrooms; paints interior and exterior surfaces; receive and deliver stock items; strips and waxes floors; repairs vacuum cleaners; sets the school alarm systems; fills in for absent custodians; assists custodians with cleaning and efficiency problems and trains new custodians in their work; responsible for the maintenance of all school spaces including classrooms, offices, kitchen, multipurpose room, hallways, storage areas, restrooms, grounds; collaborates and assists with kitchen staff; answers requests for setting

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up rooms for special events and instructs custodians in the work to be done; sweeps, cleans and mops floors and hallway; sweeps and dusts office; picks up papers and sweeps sidewalks; requisitions needed custodial materials, supplies and equipment and supervises the maintenance, storing and use of the supplies and equipment; reports needed repairs to the District maintenance staff; performs special custodial work when requested; supervises and participates in the major cleaning of the campus during the summer months; changes and cleans air filters in heating and air conditioning units; removes signs of vandalism; make minor repairs on student desks and other furniture; supervises student employees; checks timecards of custodians; washes and seals gym bleachers; and performs duties as assigned.

**Physical Demands and Working Conditions:**

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Will be required to use a variety of chemicals on a daily basis. May be required to wear goggles, gloves, face shields and back support occasionally. Incumbent must be in good physical condition and must take a physical examination at the District’s expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work within school campuses, office buildings, grounds settings and use standard operations equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

**Environmental Conditions:**

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Occasional work on surrounding campus grounds under the usual and customary seasonal weather conditions. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and machinery (as related to specific assignment).

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (Plus employer paid benefits and retirement)
<b>Supervision – (3-5 Staff)</b>	<u>Supplemental Modifier: 5% added to hourly rate.</u>
<b>Supervision – (6+ Staff)</b>	<u>Supplemental Modifier: 14% added to hourly rate.</u>

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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Notice of Non-Discrimination:** The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.