



Rockford Area Schools Job Description

Lead Custodian

General Definition of Work

Performs intermediate skilled trades ensuring District facilities are clean, safe and OSHA compliant, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Buildings and Grounds. Occasional oversight is exercised over custodians.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Opens and secures the building(s) on a daily basis; sets-up and takes down rooms for events as required.

Cleans bathrooms; sweeps and scrubs common areas; dusts and vacuums rugs and carpets; collects and disposes of trash/recycling/organic materials.

Responds to radio calls as needed.

Performs various/special tasks as requested by the supervisor; assists students, staff, and parents with general custodial needs.

Completes a variety of "FMX" Facility Maintenance requests.

Completes weekly and monthly inspections to maintain compliance with OSHA standards.

Programs computer controlled entrances; programs time schedules for heating/ventilation/air conditioning system; responds to fire and security alarms when no custodial staff are on duty.

Operates boilers and records logs for boilers.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of computerized lighting, security alarm, fire alarm systems; comprehensive knowledge of HVAC systems; ability to read blue prints for plumbing, electrical, mechanical and architectural standards; thorough knowledge of boiler operations; general knowledge of parts manuals for equipment; general knowledge of equipment cleaning manuals; general ability to record completed maintenance and repair requests, thorough knowledge setting-up and taking-down materials for special events; thorough knowledge of fire extinguisher, exit and emergency light maintenance, general knowledge of eye wash/drench shower maintenance; general knowledge of the use of cleaning equipment, hand and power tools and bobcat operations; thorough knowledge of standard office equipment, computer hardware and related software including email and internet; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

High school diploma or GED and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel, frequently requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or



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balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily functions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

First Class Grade C Boilers License

Computerized HVAC Training

Computerized Lighting, Fire Alarm and Security Systems Training

Valid Driver's License in the State of Minnesota