

**POSITION DESCRIPTION**

**POSITION TITLE: CUSTODIAN I (HEAD)**

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Reporting to the Principal, Turtle Mountain School Division, the Head Custodian will be responsible for the operation of the mechanical equipment on school property; provide security for the school buildings and ancillary buildings; scheduled cleaning of the school buildings; maintenance of school grounds and equipment; supervision of custodial staff; administrative functions; and performs other duties

**POSITION RESPONSIBILITIES:**

1. Plan, organize, implement and control the efficient operation of the mechanical equipment in the school: prepare routine and preventative maintenance schedules for mechanical equipment, heating and ventilation equipment and log dates and time of inspection; operate school boilers where applicable, and log inspections to ensure safe and efficient operation; affect minor/emergency repairs as required; install and maintain blackboards, tack boards and other related instructional aides; repair/replace and ensure good operation of washroom cubicle doors, soap dispensers, toilet and tank tops; ensure compliance with Workplace Health and Safety Codes (WHMIS) and assist Divisional staff in identifying and performing mechanical and maintenance tasks.
2. Implement and co-ordinate a school building minor maintenance and security program: perform routine inspections to ensure locks, panic hardware and fire alarm systems are in good state of repair; ensure doors are locked at the close of normal school day operation, develop an off-hours key control, building utilization and security plan for approval by the Principal and schedule and complete minor painting and varnishing, fluorescent tube replacement, and minor repairs to the furnishings and equipment both inside and outside the school plant.
3. Supervise the daily, weekly, periodic and summer school cleaning program: provide direction and assistance to custodial staff in the establishment of routine cleaning, dusting, waxing, floor and wall care and carpet cleaning; accompany the principal in regular school walk-about to inspect the state of cleanliness and existing/potential health hazards in the school and provide a formal written report as required by the principal and coordinate the recruitment, training, scheduling of duties, scheduling relief help, review of job descriptions and evaluation of custodial staff.

4. Responsible for school grounds and equipment upkeep, minor repair and building cleaning program, in conjunction with the Principal and the Supervisor of Buildings/Maintenance: maintenance of grounds, grass cutting, flower gardens, shrubs, trees and control of noxious weeds; inspect playground equipment and grounds to ensure student safety and standards are maintained and that identified hazards are removed/alterd without delay; maintain and affect repairs to ball diamonds, soccer pitches, bleachers and other playground equipment; ensure school building egress is free from litter, soil, gravel and snow and ice to allow safe entrance and exit; and maintain exterior fencing, lighting, billboards and other related exterior fixtures in good repair.
5. Perform administrative functions; prepare time sheets and payroll documents for the Principal's signature; prepare requisitions and assist the Principal in short term and long range planning for the mechanical/cleaning/grounds and equipment maintenance and repair program; and assist the Principal in the preparation of budgets, submissions to the Supervisor and Building/Maintenance of capital projects, for furtherance to the Public Schools Finance Board, and in the co-ordination of rental of faculties and ancillary property.
6. Other related duties: collaborate with the Principal, school staff, Divisional maintenance staff, contractors, and the Supervisor of Building/Maintenance in the effective and efficient operation of the education program; attend Divisional and public meetings as requested by the Principal; responsible for ensuring mechanical/boiler certification is current and valid; and other related duties

#### KNOWLEDGE, SKILLS AND ABILITIES

Requires knowledge of, or the ability to learn routine and non-routine cleaning methods, procedures, and equipment usage. Must be able to follow oral and written directions and have the ability to get along well with others. Candidates must be able to effectively direct, oversee, coordinate, schedule, and inspect the work of all other custodial personnel.

#### EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to completion of high school and must possess experience in building cleaning. Candidate must possess as a minimum, a Fifth Class Power Engineer Certificate.

#### PHYSICAL DEMANDS/REQUIREMENTS

Work is typically performed walking or standing. This work includes, but is not limited to stooping, kneeling crouching, reaching, pulling, and lifting. Must be able to lift objects weighing up to approximately 25 pounds frequently and up to approximately 75 occasionally. The environment also exposes the employee to potentially hazardous substances. Work is subject to inside and outside environmental conditions, extreme temperatures, noise and hazards. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and

thoroughness of work, and observing general surroundings and activities. Custodians are in daily contact with teachers, students, administration, the general public, and other work related personnel. The ability to coordinate and prioritize work activity, handle complaints, express a service-oriented attitude, communicate effectively, and work with limited supervision.