



Coord 6 / Rover Custodial

Purpose Statement

The job of Coord 6 / Rover Custodial is done for the purpose/s of providing custodial and maintenance services at an assigned K-12 site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; monitoring and ensuring regulatory compliance at assigned site. Additional duties include dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, trash removal, removal of snow and ice from walks and entrances in inclement weather, cleaning and restocking restrooms to maintain school or facility, locker rooms, and adjacent ground areas in clean, orderly and secure conditions to ensure that student achievement is maximized.

This job reports to Custodial Services Director

Essential Functions

- Assists co-workers as needed for the purpose of ensuring maintenance and custodial duties are completed in an efficient and timely manner.
- Exhibits flexibility and willingness to do what is needed when unexpected or inclement weather occurs (e.g. inclement weather may call for additional work to keep the walks and entrances clean, clear and safe, etc.) for the purpose of ensuring a safe, clean and attractive environment.
- Informs supervisor of needed supplies and equipment (e.g. paper towels, soap, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities and complete jobs efficiently.
- Keeps assigned equipment in clean working order for the purpose of ensuring the availability of materials required at job site.
- Orders supplies according to established guidelines and procedures for the purpose of ensuring the availability of custodial items required to properly maintain facilities and completing jobs efficiently.
- Participates in major summer cleaning and maintenance projects as assigned (e.g. stripping and waxing floors, moving furniture, painting, shampooing, remodeling, etc.) for the purpose of completing summer deep cleaning and ensuring a safe, clean, and attractive environment.
- Performs all duties on work schedule as assigned by supervisors in an effective and timely manner for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs duties consistent with the position as may be requested by teachers, Assistant Principals, and Principals for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides supervisors with a correct daily schedule and provides updates when needed for the purpose of ensuring the effective and efficient functioning of the work unit.
- Provides periodic reports to supervisor on the condition and needs in assigned area, along with other needs seen throughout the building and grounds for the purpose of conveying information, documenting activities, and/or relating activities to administration for action.

- Reports safety, sanitary, and fire hazards to supervisor; reports and recommends need for maintenance and repairs to supervisor; maintains security of buildings; reports suspicious or unauthorized individuals on campus; reports infractions of rules to supervisor for the purpose of ensuring facilities are operational and hazard free.
- Responds to immediate safety and/or operational concerns and reports need for maintenance and repair for the purpose of ensuring facilities are operational and hazard free.
- Secures doors in assigned area as needed (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Willing to obtain additional training in unfamiliar areas and as required by the position for the purpose of developing professional trade and safety awareness skills.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Ongoing training as needed to fulfill job duties

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
Lane 6