

Head Custodian II

Position Details

Class Code: 8120

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, the purpose of the position is to oversee the general upkeep, sanitation, and maintenance of school facilities and grounds in junior high, middle, and small senior high schools or other specialized facilities with an approximate size of 144,000 square feet.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Trains, supervises, and inspects work performed by custodial staff; coordinates, leads, and assigns work; assists in developing work schedules for and providing input into the evaluation of assigned custodial staff.
2. Cooperates with the principal regarding use of school facilities for various activities.
3. Ensures all appropriate health precautions are taken to maintain the safety of building occupants; instructs custodial personnel in developing and facilitating safe work practices; ensures all gates, doors, rooms, and buildings are secured after daily use and servicing.
4. Ensures all cleaning agents and maintenance equipment are utilized in accordance with prescribed instructions, safety precautions, and procedures.

5. Operates, makes minor adjustments on, and performs assigned preventative maintenance to school heating, ventilation, air conditioning, and lighting systems; takes appropriate measures to control energy usage.
 6. Performs minor maintenance on various school facilities and equipment (plumbing, electrical, carpentry, changing locker combinations, shampooing rugs and carpets, etc.)
 7. Cleans, sanitizes, maintains, and provides for the general upkeep of facilities and grounds by performing a variety of duties, including vacuuming, sweeping, mopping, polishing, scrubbing, stripping, sealing, and waxing floors, removing spots and graffiti, cleaning, dusting, and polishing woodwork, furniture, glass, and other items, washing walls, fixtures, windows, drinking fountains, drains, lights, light fixtures, and painted surfaces, servicing soap/towel dispensers and similar containers, cleaning marker boards and trays, moving furniture and equipment, and operating/maintaining gasoline-powered sweepers, electric polishers, power carts, etc.
 8. Submits requisition requests within budget allocations. Receives and distributes custodial supplies, chemicals, and equipment.
 9. Submits work orders for electrical, carpentry, masonry, heating, and/or plumbing for building, grounds, and facility maintenance/repair, as needed.
 10. Assists crafts or tradesmen with moderately complex repairs or renovations; may be required to monitor boilers when assigned to boiler-equipped facilities.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Performs at entry management-level and is responsible for ensuring all janitorial work is performed in accordance with established policies, procedures, and safety precautions.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of various cleaning agents; ability to use such in accordance with prescribed safety precautions and directions.
2. Skill in utilizing materials, methods, and equipment used in janitorial work.
3. Ability to understand and follow written and verbal instructions.
4. Ability to read, write, and perform basic arithmetic.

5. Ability to effectively supervise a staff comprised of entry-level custodial personnel carrying out janitorial/maintenance activities.
 6. Ability to prioritize and coordinate custodial work.
 7. Ability to establish and maintain effective working relationships with custodians; ability to work cooperatively with employees, students, and the general public.
 8. Ability to carry out assignments with minimal instructions.
 9. Ability to perform duties with a professional and cooperative work ethic.
 10. Ability to adhere to prescribed routines and practices.
 11. Ability to operate basic office equipment (computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.)
 12. Ability to work at heights up to 12 feet.
 13. Ability to with stand exposure to dust, mold, fiberglass, and various chemicals.
 14. Ability to recognize and report hazards and ensure safe work methods are adhered to.
 15. Ability to work flexible hours necessary for the efficient operation of the department.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.)
2. One (1) year of experience as a Head Custodian I or Special School Head Custodian in the Clark County School District (CCSD); or, Two (2) years' experience as a Custodial Leader under the supervision of a Head Custodian III in CCSD; or, Successful assumption of the duties/responsibilities of Head Custodian I or II for at least 12 months (need not be consecutive). Request for Placement in Qualified Selection Pool must be received within two (2) years of duties performed.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, etc.), offices, construction sites, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; up to 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Portable man-lift, truck-mounted carpet extractor, various cleaning equipment (vacuum, buffer, etc.)

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 11/06/23
- Created: 03/08/94