



## Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

**Job Title:** Head Custodian  
**Supervisor:** Principal/Site Supervisor  
**FLSA Status:** Nonexempt

**Summary:** Oversees and performs routine custodial, repair and maintenance work performed at a district site.

**Essential Duties and Responsibilities** include the following: Performs some or all of the following tasks. Other related duties may be assigned.

- Acts as a supervisor for custodial services under the direction building principal with guidance and direction from Custodial Site Supervisor or designee regarding the operation, security and care and cleaning of the school site.
- Assists employees in doing their work properly, supervises the custodial crew and gives those supervised training in new techniques.
- Trains new custodial employees.
- Issues instructions for night custodial work.
- Prepares work schedules and sees that work is done in accordance with instructions.
- Supervises and uses appropriate maintenance tools as required.
- Cleans portions of the building as scheduled and supervises cleaning of other areas as assigned.
- Assesses cleaning/maintenance needs and determines appropriate response.
- Inspects buildings for fire, sanitary and safety hazards and makes reports and takes appropriate action.
- Orders supplies for facility and balances custodial budget. Checks and restocks all areas for custodial supplies and equipment.
- Makes oral and written reports of work required and of work accomplished.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Sees that rooms are set up and taken down for special events.
- Performs minor repairs and adjustments to building fixtures and equipment.
- Repairs machines or systems using the needed tools.
- Performs routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Participates in the complete cleaning and routine maintenance of buildings and grounds.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Attends work regularly.

**Marginal Duties and Responsibilities** include the following. Performs some or all of the following tasks:

- Answer telephones.
- Performs routine groundskeeper duties.
- Directs visitors as necessary.
- Checks email for staff requests.
- Moves furniture as necessary.
- Paints various areas of school as assigned.
- Other related duties as assigned.

**Supervisory Responsibilities:**

- Supervises, directs and creates work schedules for Custodians as assigned to the site.
- Coordinates the work plan and assignment of supervision of student workers.
- Signs timesheets.
- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty 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.

**Education and/or Experience:** High School diploma or GED preferred; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**Interpersonal Skills:** Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

**Language Skills:** Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information and respond verbally to questions from groups of students, parents and school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. The practical ability to compute rate, ratio, area, circumference, volume and percent.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** General knowledge of computer usage and ability to use e-mail.

**Certificates, Licenses, Registrations:** Certificates as determined by the District including valid Oregon driver's license and asbestos training.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use of hands for repetitive motions and fine manipulation.
- Standing/Walking: Regularly
- Stoop, Kneel, Crouch, Crawl, Climbing Stairs, Ladders: Frequently
- Lifting/carrying: 25 to 50 lbs., occasionally up to 100 lbs.
- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Speaking clearly enough to be able to be understood by others.
- Identifying and understanding the speech of another person.
- Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust. Occasionally the employee is required to work in high, precarious places and around moving parts. The employee is occasionally exposed to wet or humid conditions, outdoor weather conditions. While performing the duties of this job, the employee is exposed to fumes or airborne particles and toxic or caustic chemicals.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_