

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Head Custodian- Cony/CATC Complex

REPORTS TO: Director of Buildings and Grounds and Building Administrator

JOB GOAL: To assist and supervise all custodians in the maintenance of the building and grounds.

QUALIFICATIONS:

1. Must be able to complete work independently and flexibly
2. A minimum of five years custodial, grounds keeping, and general maintenance experience required
3. Supervisory experience preferred
4. Must be able to engage in repeated bending, twisting, reaching, lifting, and repeated hand, wrist and lower arm movements
5. Ability to interact positively and effectively with a variety of people, including administration, staff, students and the public
6. Must have the capacity to lift and carry fifty (50) pounds
7. Criminal history record check

PERFORMANCE RESPONSIBILITIES:

- Assists in the selection, training, scheduling, assignment, and supervision of custodial staff.
- Helps to plan and oversee all custodial and repair work.
- Ensures that Cony/CATC complex is properly staffed and makes reassignments as needed and/or performs the necessary work.
- Maintains and safeguards an inventory of supplies, tools, and equipment and recommends purchases as necessary.
- Complies with local, State, and Federal laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Responds promptly to any emergency situation, including the security alarm.
- Participates in all mandatory trainings.
- Meets with the Director of Buildings and Grounds to report maintenance concerns, to plan for maintenance projects, and to assist in the evaluation of the work performance of custodians.

- Informs the Director of Buildings and Grounds of emergency maintenance, heating or safety issues.
- Prepares written work schedules, reports, and recommendations as requested.
- Maintains pleasant and effective work relationships with all school department staff and the public.
- Ensures safe work methods; assists in keeping work areas and equipment in safe operating condition; and promptly notifies supervisor of any safety hazardous conditions.
- Performs all other related duties as assigned by the Director of Building and Grounds and/or Business Manager.

TERMS OF EMPLOYMENT:

Year round, hourly paid position

Per negotiated Augusta Education Association

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____