

Job Description

Job Title: **Custodial Trainer**
 Job Family: **Custodial**
 Pay Program: **Classified**
 Prepared/Revised Date: **November 2015**

Job Code: **1108**
 FLSA Status: **Non-Exempt**
 Pay Range: **G23**
 Work Year: **12 months**

SUMMARY: Provide support, guidance and training to the district-wide custodial program. The primary function will focus on training, employee relations and assisting with day-to-day issues, productivity concerns, and projects that affect the custodial department. Maintain and update a proactive training program which will include all areas of custodial responsibility including cleaning, maintenance, communication, customer service and safety. Assist facilities manager-custodial operations with recruiting, hiring, scheduling and managing substitute and floater custodians to provide buildings with additional help and access to pool for regular positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage, update and maintain an on-going training program for the custodial department. Training program will include all areas of custodial responsibility including proper cleaning methods, supporting district cleaning standards, safety, including aerial work platforms (lift) training, and employee advancement to higher custodial positions. Respond and attend to situations requiring additional training. Maintain training records on all custodial employees including required and voluntary training.	D	30%
2. Assist with recruiting, screening and recommendation for hire for custodial employees, including substitutes and floaters. Assist buildings with interviewing for regular positions. Maintain pool of custodian candidates for advancement to regular positions and for promotions.	D	15%
3. Assist with issues relating to building or department concerns, including visiting sites during and after school hours. Assists with conflict resolution and mediation.	W	15%
4. Assist with coordination of the custodial department and program including: review and purchase of equipment, new product testing and evaluation, facilitation of groups or sub-committees and review of building expenditures and budgets.	M	15%
5. Assist with scheduling and evaluating substitute and floater custodians; establishing and upholding performance standards. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	15%
6. Responds to after-hours emergencies and situations.	W	5%
7. Performs custodial and other duties as needed or assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be 18 years of age.
- Specialized courses in OSHA and safety training preferred.
- Three years (3) of experience in custodial related work.
- 18 months supervisory experience preferred
- Must complete the district courses “Progressive Discipline,” and “Classified Evaluation System” within one year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Aerial Lifts certification required or obtained within one year of hire.

- Ability to successfully complete a pre-hire, post-offer physical examination.
- Ability to frequently travel among district facility locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of and experience with facility maintenance and custodial standards.
- Knowledge of operation and safety procedures for the following: Floor and carpet maintenance equipment, cleaning chemicals, building systems, HVAC, fire alarms, intercoms, outdoor equipment such as tractors, snow blowers, weed eaters and mowers, and various lifts used at the District.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education Policies, Superintendent Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Floor and carpet maintenance equipment, cleaning chemicals, building systems, HVAC, fire alarms, intercoms, outdoor equipment, lifts.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facilities Manager – Custodial Operations	3049

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Custodial Substitutes		1106
	Custodian Floaters		1107

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Maintain supplies, inventories and equipment as related to training program.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	