|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | FACILITY LEAD |
| **REPORTS TO** | DIRECTOR OF MAINTENANCE AND GROUNDS |
| **SALARY SCHEDULE/GRADE** | FACILITY SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7614 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| Two years custodial experience and/or one year light maintenance preferred. |

|  |
| --- |
| **POSITION SUMMARY** |
| Organize and participate in custodial and facility services at an assigned location, to include performing routine and unskilled to semi-skilled maintenance and repair to building and equipment. |

|  |
| --- |
| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| Inspect assigned areas for safety hazards and compliance with sanitation standards; report safety, sanitation and fire hazards to appropriate authority. |
| Perform a variety of custodial duties as required including cleaning floors, walls, fixtures, chalkboards, carpets and restrooms according to established methods and procedures. |
| Perform minor, non-technical repairs as needed; prepare work orders for other repairs as needed.. |
| Pick up paper and debris and sweep and clean walkways and entrances |
| Order supplies and equipment as needed, through approved purchasing processes.. |
| Inspect heating and electrical systems to assure proper working condition. |
| Report suspicious or unauthorized individuals on campus to appropriate personnel; monitor facility and equipment for possible hazards or unsafe conditions and notify appropriate personnel. |
| Maintain assigned tools and equipment in a clean and proper working condition and provide proper security. |
| Lock and unlock gates, doors and windows; maintain security of the school facility; turn on alarm system as assigned. |
| Prepares and maintains a variety of records and reports including inventory levels and supplies ordered, facilities status and work performed. |
| Responds to requests from District personnel and faculty to assist with a variety of emergency or special custodial duties. |
| Assures compliance with local laws and procedures regarding the storage and disposal of trash, rubbish and waste. |
| Coordinates and participates as needed in sweeping, scrubbing, mopping and waxing floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas. |
| Wash windows, chalkboards and walls; dust and clean furniture and facilities. |
| Assist maintenance personnel in making repairs as required. |
| Participate on project crews during summer months for special cleaning assignments. |
| Demonstrates regular attendance and punctuality. |
| Adheres to the appropriate code of ethics. |
| Performs other duties as assigned by the Principal, Director of Maintenance and Grounds, or Superintendent. |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| Ability to maintain custodial records to include supply inventories and order histories. |
| Proper methods, materials, supplies, tools and equipment used in custodial work. |
| Modern cleaning methods including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures. |
| Proper lifting techniques. |
| Determine appropriate action within clearly defined guidelines. |
| Read, interpret, apply and explain rules, regulations, policies and procedures. |
| Work independently with little direction. |
| Basic computer skills. |

|  |
| --- |
| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. |
| Requires the ability to communicate effectively using speech, vision and hearing. |
| Requires the use of hands for simple grasping and fine manipulations. |
| Requires bending, squatting, crawling, climbing, and, reaching. |
| Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds. |
| Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |