

## Head Custodian

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### **Job Summary**

The Head Custodian shall be responsible for maintaining a clean, sanitary, mechanically sound and safe school environment, and for the supervision of custodial staff in the facility.

Reporting to the Maintenance Supervisor /Principal, the Head Custodian will be responsible for the safe and efficient operation of mechanical equipment on school property, provide security for the school building and ancillary buildings. He/She will be responsible for custodial cleaning schedules for the school, maintenance of school grounds and equipment, supervision of custodial staff and other duties as assigned.

### **Minimum Qualifications**

A high school diploma is not required as skills can be learned on the job. A Manitoba Class 5 Driver's License is required along with 1-2 years prior related experience (in mechanical, electrical, carpentry) is required to obtain knowledge of school/building maintenance requirements and to obtain maintenance/minor repair skills. Previous supervisory experience would be an asset. Appropriate additional skills would include commercial cleaning skills, and knowledge of first aid and Workplace Health and Safety (WHMIS) Regulations. Performance of some of the duties requires strength and endurance and the ability to organize own and others work.

### **General Duties and Responsibilities**

#### A) Inspections, Building Repair, Maintenance, and Custodial

The incumbent:

- Carries out daily inspections of schools, mechanical, electrical, plumbing, and grounds and initiates corrective action as required.
- Shall plan, organize, implement and control the efficient operation of the mechanical equipment in the school.
- Will prepare and carry out preventative maintenance schedules for mechanical equipment, heating and ventilation equipment and log dates and time of inspections.
- Shall operate school boilers where applicable, and maintain chemical test logs.
- Will be responsible for minor/emergency repairs as required.
- Will install and maintain blackboards, tack boards, and other instructional equipment; repair/replace and ensure good operation of washroom cubicle doors, soap dispensers, toilets.
- Will ensure that the flag is flown in accordance with regulations.
- Will ensure that fire extinguishers are clean and meet fire regulations.
- Assists the Maintenance Supervisor in identifying equipment and building repairs that cannot be fixed in-house.
- Implement and co-ordinate a school building minor maintenance and security program: perform routine inspections to ensure locks, panic hardware and fire alarm systems are in a good state of repair and operational.
- Will use personal protective equipment as supplied to carry out job duties.
- Operate and maintain a variety of equipment, report any required repairs that cannot be done in-house to the Maintenance Supervisor. Review operation manual prior to operation.
- Schedule and complete a minor interior and exterior painting plan, this is in addition to the Divisions painting plan.
- Check and replace light bulbs and fluorescent tubes.
- Complete minor carpentry repairs: (eg. Minor repairs to desks, chairs, window frames, fences.)
- Will remove snow and ice from entrances, sidewalks and parking lots, sweeps and hoses down walkways/entrances.
- Responsible for the maintenance of grounds and equipment, grass cutting, fertilizing, flower gardens, shrubs, trees.

- Will inspect playground equipment to ensure student safety standards are maintained and that identified hazards are removed/repared without delay.
- Maintains and makes repairs to ball diamonds, soccer pitches, bleachers, exterior chain link fence.
- Will occasionally respond to on call emergency mechanical breakdowns, alarms, and intrusion callbacks.
- Will be responsible to pick up and post mail, parcels, and supplies.
- The incumbent will ensure compliance with Workplace Health and Safety Codes and (WHMIS).
- Carries out daily inspections of custodial work areas.
- Will requisition and receive maintenance, cleaning and paper product supplies.
- Shall label all chemicals in accordance with safety and WHIMIS standards.
- The incumbent, in participation with the regular custodians, will supervise and help with the major premise cleanup (eg. Stripping and waxing floors, shampooing carpets, washing walls).
- Ensures washrooms are stocked with essentials (paper products, soap) that they are sanitary (disinfects fountains, sinks, toilets, removes garbage).
- Cleans up spills, washes windows, and sweeps/damp mops/machine scrubs hallways during the day. Sets up tables/chairs for special functions as required.
- Will schedule and have the Principal accompany him monthly, in regular school walk- about to inspect the state of cleanliness and existing/potential health or safety hazards in the school.
- Picks up and discards debris, sharp objects, found on the grounds. (eg. Broken glass, various types of garbage.).
- Will be required to attend in-service meetings, pick-up supplies and mail, and haul garbage to the dump.

## B) Staff and Building Repair Supervision

- Will coordinate and supervise, with the approval of the Maintenance Supervisor, the onsite contractor repairs in the in the facility.
- Is responsible for the direct supervision of 1-5 custodial employees.
- Shall have responsibility for staff orientation, training, work assignments/scheduling, checking and reviewing work of custodial employees.
- Supervises the daily, weekly periodic and summer school cleaning program.
- Shall provide staff safety and safe work practices orientation.
- Will be responsible to ensure all custodial staff are trained and complete work in a safe manner. (WHMIS and Workplace Health and Safety must be adhered to).
- Provides direction and assistance to custodial staff in the establishment of routine cleaning, dusting, waxing, floor and wall care and carpet cleaning within the facility.
- Provides training, orientation to new or substitute custodians.
- Follows up on infractions of regulations and policies.
- Responsible for scheduling of custodial duties and scheduling relief help.
- Shall have weekly staff meetings to discuss with custodial staff safety and cleaning deficiencies that may have been brought to the Head Custodians attention. (A set of minutes is to be kept and forwarded to the Maintenance Supervisor of the School Division).
- Shall report to the Maintenance Supervisor, any injuries or illness incurred by the custodial staff as soon as possible.
- Will conduct custodial evaluations and review with the Maintenance Supervisor and Principal as per Division Policy
- Will provide ongoing evaluation of staff and provide direction if warranted.

### C) Purchasing

- Responsible for submission of twice yearly Custodial orders to the Maintenance Supervisor.
- Will make day to day local purchases for minor maintenance repair. Budget shall be maintained or approval of the Maintenance Supervisor will be required.
- Shall advise Maintenance Supervisor of any new products demonstrated from suppliers that should be added to custodial supply lists.
- Shall maintain and review custodial supplies so that inventory levels are maintained in the school.

### D) Communication and Record Keeping

- Communicate with custodian staff about after hours school and community activities.
- Will be responsible to maintain a good working relationship with custodial staff under their direct supervision, by establishing and maintaining good two way communication.
- Maintain a good working relationship with the Principal and teaching staff of the school.
- Receive, respond to and resolve inquires, complaints and requests as required.
- Maintain a close working relationship with immediate supervisors.
- Will adhere to and follow work alone policies as established by the Division.
- Maintains an open and respectful atmosphere with community groups and fosters open communication through custodians with these groups.
- Maintains accurate WHMIS book (MSDS) on Wellnet for all chemicals.
- Maintains logs for sidewalk and playground inspections and boiler chemical tests.
- Maintains other logs that may be required from time to time.

### E) Professional Development

- Participate in ongoing professional and personal development activities.
- Participate in all workshops provided to keep abreast of new cleaning and maintenance methods.

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