

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Head Custodian

JOB CODE: 5608

DEPARTMENT: Assigned Departments/
Schools/Plant Operations

PAY GRADE: 22 (B4)

DATE: 06/26/13

BASIC OBJECTIVES

This is custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds with major responsibility for planning, assigning, inspecting, and scheduling the work of custodial personnel; which is clearly prescribed by the site or supervising administrator, with some latitude in planning work methods and assignments.

Performs manual work involving a variety of housekeeping tasks which are specific in nature and follow a well established and clearly prescribed routine. Responsible for the use of proper methods and materials in cleaning and otherwise caring for buildings, facilities, equipment and grounds. Work is subject to inspection during progress and upon completion.

JOB TASKS/RESPONSIBILITIES

1. Plans, assigns, trains, monitors, reviews and directs the work of Lead Custodian and Custodians involved in the cleaning and maintenance of buildings, facilities and grounds; works with the site or supervising administrator in planning the custodial operations program. Instructs, advises and demonstrates work methods, practices and procedures established by the Department of Plant Operations and other District guidelines for completing job assignments.
2. Advises custodial staff of work-site and District policies and procedures related to job assignments and enforces safety rules and regulations.
3. Collects and removes trash from building, facilities and grounds.
4. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary, windows, woodwork, furniture, appliances, restrooms, fixtures and equipment, and other building and equipment surfaces.
5. Loads and unloads materials, equipment, supplies; moves and sets-up furniture and equipment.
6. Assists in daily cleaning of cafeteria (if within assigned work area) facilities and project cleaning of kitchen facilities.

7. Maintains lawns, flower beds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.
8. Prepares routine reports on facility inspections, maintains records, and determines materials, equipment, supply requirements and initiates requests for replenishment.
9. Monitors the operation of heating, air conditioning, ventilation, security and other building site systems. Assists with or performs minor repairs or prepares service requests.
10. May volunteer and be assigned on a full-time basis to the Asbestos Abatement project; directs employees engaged in cleaning ceiling tile, curtains, books, upholstered furniture and carpets using equipment and procedures prescribed by the Environmental Protection Agency for the removal and disposal of asbestos.
11. Attends District required training and certification classes.
12. Performs related work as required or assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (40 lbs minimum), finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibrations, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School Diploma or equivalent.
2. Demonstrated ability to speak, read, write and understand written instructions in English.
3. Minimum of three (3) years of custodial experience, including one (1) year Lead Custodian experience with Miami-Dade County Public Schools.

OR

Minimum of five (5) full-time years of proven supervisory experience including (1) year Lead Custodian experience with Miami-Dade County Public Schools.

4. Knowledge of such specialized cleaning and/or maintenance practices, procedures established by the Department of Plant Operations and equipment as may be required by job assignment.
5. Miami-Dade County Public Schools Environmental Services I (51 hours) Custodial Certificates, Miami-Dade County Public Schools Environmental Services II (51 hours) Master Custodial Certification, and completion of the Custodial Leadership Training are required at the time of appointment.
6. Ability to train and direct subordinates in a manner conducive to full performance and high morale.
7. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
8. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 06/09/89, 03/25/93, 06/05/97, 03/02/01