

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

Job Title: Custodial Foreman
Prepared Date: 1/10/2016
Revised Date: 7/2/2018
Work Year: 220 days
Department: Facilities
Reports To: Maintenance & Operations Supervisor
Salary Range: Middle Management Salary Schedule
Benefits: Fringe Benefits based on Schedule C/ Exempt Employee
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The job of the Custodial Foreman is to supervise the custodians in Pueblo School District 60. Provide training to new hires and current custodians in proper cleaning techniques. Address personnel issues and enforce work rules, district policy, and the ACME negotiated agreement. Visit schools to inspect areas and provide feedback to custodians. Evaluate all full-time, contracted custodial staff. Address staffing needs and manage custodial substitute pool. Assist in planning and managing summer work projects and deep cleaning. This position typically works evenings and must be available for on-call situations on weekends, holidays, and emergency situations.

QUALIFICATIONS:

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.

REQUIRED:

- High School Diploma or GED
- Three (3) years of supervisory/lead experience in custodial operations.
- Two (2) years of previous custodial experience (information not submitted within your application/resume regarding experience will not be considered)
- Verified valid Colorado Driver's license and insurable by the District #60 insurance carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Associates Degree or higher
- Demonstrated experience with Microsoft Word, Excel, Internet, and E-mail.

- Custodial experience in a school setting
- Demonstrated experience in job planning and estimating

SKILLS AND KNOWLEDGE:

- Proficiency with basic computer operations, such as email and work order systems
- Experience with Microsoft Word, Excel, Internet, and E-mail
- Skills and abilities in construction and related tools
- Ability to understand and interpret schematics, plans, blue prints, floor plan drawings, and operational manuals
- Basic knowledge of utility shut off procedures
- Knowledge of Safety Data Sheets and safe work practices
- Ability to plan, organize and schedule activities, meet deadlines, report custodial activities and resources needed
- Ability to keep sensitive information confidential
- Ability to complete temporary building repairs utilizing various types of tools.
- Excellent interpersonal relationship skills.
- Ability to operate standard and automatic transmission vehicles.
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.
- Ability to perform, track, and provide the current status of multiple simultaneous tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Supervise full and part-time custodial staff (approx: 160 employees) that work the morning/afternoon/evening shifts;
- Inspect work in progress to ensure compliance with District 60 cleaning standards and all operating practices, policies, and procedures;
- Train, retain and upgrade employee skills in proper cleaning procedures, methods and use of equipment;
- Adjusts work assignments to accommodate as needed services and fill and or schedule substitute staff for absences and vacancies;
- Conduct Pre-Evaluations, Evaluation Observation Feedback, Goal: Improved Performance, Less than Standard Performance Plan of Improvement & Final Evaluation.

This will include meeting with all Assistant Custodians in their pertinent areas for safety and cleanliness;

- Participate in the selection and assignment of custodial personnel;
- Works with building personnel, administrators and human resources to resolve employee related issues via investigations, meetings and grievances;
- Order all necessary parts for propane burnishers, high-speed buffers, wet/dry vacuums, etc. to keep equipment operational for cleanliness of facilities;
- Monitor night activities and building rentals;
- Establish and enforce safety regulations for custodians via memorandums on Workers Compensation reports of light duty and other restrictions;
- Purchase and deliver on emergency basis materials that are not stocked by the Warehouse to various school sites;
- Must be knowledgeable in the safe use and proper application of cleaning products via MSDS's and experience;
- Train employees in the operation of all types of heating equipment (Boilers, etc.) and cooling systems;
- Coordinate and follow through that all filters have been received and changed per schedule to maintain Indoor Air Quality (IAQ) throughout Pueblo School District 60;
- Coordinate and promote positive communication between day shift and afternoon/evening shift personnel and building principals;
- Performs safety and building systems conditions assessment and communicates needs and requirements to appropriate personnel;
- Instrumental in writing all types of work orders and follow through on them;
- Assist in testing, selecting and implementing the use of new custodial supplies;
- Must be familiar with critical building system equipment and components to respond to emergencies and help prevent disruption of service;
- Write all requisitions required in order to keep the schools operational;
- Monitor swimming pool water chemistry and be certified by passing the certification test;
- Promote energy conservation;
- Create memorandums and letters on Microsoft Word;
- Enforce building security rules;
- Enforce district work rules and safety standards by writing Disciplinary Action Reports;
- Required to supervise custodial absence reporting and employee time keeping systems;
- Update job descriptions and maps on a regular basis;
- Maintain knowledge of MSDS sheets and keep MSDS files up to date;
- Must be available to work different shifts, weekends and Holidays when necessary. Days off will generally be Saturday and Sunday. The typical workday will be from 12:00 p.m. to 8:30 p.m.;
- Assist the Supervisor of Maintenance & Operations with administering labor contracts, evaluating staff, interviewing part-time applicants, recommending disciplinary actions and grievances;

- Answer police, fire and alarm calls and secure buildings in case of break-ins and be a part of the District's on-call rotation;
- Routinely inspect each building to ensure that the quality of services, material and equipment are consistent with the standards established by School District 60;
- Maintain individual records of each custodial employee's participation in training programs, in-service meetings, requisitions, overtime, equipment O&M manuals and on the job training;
- Maintain a pool of qualified custodial applicants and substitute custodial pool;
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- Must perform job planning and cost estimating on various summer projects as far as calculating square footage and applying overall cost to compete job with appropriate manpower;

NON-ESSENTIAL DUTIES:

- Perform any and all other responsibilities as assigned by the Supervisor of Maintenance & Operations and Executive Director of Facilities.

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 DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Ability to see in low lighted or artificially lighted conditions is required. This position requires a work schedule of evenings, weekends and/or holidays.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrsper day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Sitting					X
Walking (level surface)					X
Walking (uneven surface)				X	
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		

Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use wrists		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation		X			
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually quiet but occasionally will be loud enough to damage hearing without proper protection