

THE LIGHTHOUSE SCHOOL
JOB DESCRIPTION

Position:	Maintenance Custodial Supervisor
Reports to:	Director of The Lighthouse School
Supervises:	Custodial staff
Representation:	None (non-union position)
Position Type:	Confidential

JOB CHARACTERISTICS: The Maintenance Custodial Supervisor is a key position in the daily upkeep of the school. The primary responsibility of the position is for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional, and meet state requirements for student occupancy. The Maintenance Custodial Supervisor must possess outstanding knowledge of building trades, cleaning procedures and maintenance, along with excellent communication, organizational, and interpersonal skills. The overarching duty of the Maintenance Custodial Supervisor is to develop and enforce policies and guidelines regarding the maintenance of a school facility. The position requires extensive knowledge of health and safety regulations and practices, along with a natural display of leadership and a great eye for detail. To ensure success, the Maintenance Custodial Supervisor should display the ability to train and manage custodial staff, possess strong problem solving and decision-making skills with a solid understanding of building maintenance, repairs, refurbishments, cleaning, and purchase ordering.

ESSENTIAL FUNCTIONS may include but are not limited to the following:

Maintenance:

1. Manages needed repairs to building operating systems.
2. Manages inventory of cleaning supplies.
3. Tracks all MSDS as required by law in an educational facility.
4. Perform general electrical and plumbing repairs.
5. Perform basic construction when needed.
6. Check control panels and electrical wiring to identify issues.
7. Install appliances and equipment.
8. Maintain outer premises by watering plants, mowing lawn, cleaning entrances, weeding, and general upkeep.
9. Conduct regular maintenance tasks.
10. Inspect and troubleshoot equipment and systems (e.g. ventilation).
11. Check functionality of safety systems (e.g. fire & security alarms).
12. Schedule and conduct regular safety drill with staff and students.
13. Utilize insecticides to prevent infestation by dangerous species.
14. Report major damages and oversee repairs.
15. Manages needed repairs to building operating systems.

Custodial:

1. Keeps building and property in clean and orderly condition.
2. Performs heavy deep cleaning duties.
3. Sweeps, mops, scrubs, or vacuums floors.
4. Gathers and empties trash, recycle and shredding.
5. Responds to spills and hazardous clean ups throughout the work day.
6. Scrubs, sanitizes, and supplies restroom facilities.
7. Dusts furniture, walls, and equipment.
8. Cleans windows, mirrors, and partitions with soap and other cleansers.
9. Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
10. Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
11. Wax and maintain asbestos floors as needed and required.
12. Shampoos or steam-cleans carpets and rugs.
13. Cleans and polishes furniture and fixtures.
14. Manages inventory of cleaning supplies.
15. Secure facilities after operating hours by locking doors, closing windows and setting alarm system.

Communication: Ability to communicate effectively, both orally and in writing, and represent the school in a professional manner.

1. Communicate necessary information regularly to students, colleagues and vendors.
2. Communicate daily with the Director and other Administrators; both verbally and in writing.
3. Document project time lines, vendor interactions, and all other relative information for transparency purposes.

Management: Engage in effective and appropriate staff management

1. Delegates tasks to custodial staff person(s).
2. Conducts annual evaluation of custodial staff person(s).
3. Manage student behavior in common areas, by enforcing school rules and procedures, using teachable moments rather than disciplinary action.
4. Enforce established standard operating procedures and school wide policies.
5. Prioritize meetings, events, and daily work schedule to accommodate urgent needs first.
6. Attend weekly or bi-weekly staff meetings to ensure continuity and moral of the school.
7. Prepare required written reports when necessary and expected to remain compliant.
8. Procure needed supplies, inventory and the like.

Evaluation: Observe, Assess, Evaluate, and report on performance, progress and development

9. Assign goals and expectations to custodian(s).
10. Conduct observations of disciplinary achievements.
11. Report assessment goals to the Director.
12. Encourage and monitor the progress of custodian(s).
13. Maintain accurate and complete records in accordance with Oregon laws.

Professional Engagement: Actively engage and participate in professional growth opportunities.

1. Participate in school functions including but not limited to; recess, bus or cafeteria duty, and after school activities.
2. Support and participate in meetings with other district personnel and external specialists to help establish and maintain proper upkeep of the facility.
3. Oversee the storing of chemicals and supplies in accordance with all state and local laws.
4. Accept and incorporate feedback and coaching as provided.
5. Keep current on professional development requirements generally recognized by the profession.
6. Perform other duties as assigned within the scope of work, as generally recognized by the profession.

EDUCATION/CERTIFICATION:

Holds a High School Diploma or equivalent

Verifiable experience in a similar capacity.

First Aid and CPR certification, or the ability to become certified.

IPM certification, or the ability to become certified.

JOB REQUIREMENTS/QUALIFICATIONS/TRAINING

1. Maintains cooperative relationships with staff and the public.
2. Works harmoniously with other employees and deals tactfully with the public.
3. Ability to report to work on a regular and punctual basis, to ensure continuity of service delivery.
4. Possess any required state certification requirements.
5. Ability to pass criminal background investigation.
6. Demonstrated professional communication skills.
7. Demonstrated professional social skills.
8. Demonstrated ability and willingness to engage with school-age children.
9. Demonstrated ability to work with diverse children, including those with special needs.
10. Demonstrated ability to work effectively as a leader and team member.
11. Demonstrated willingness to be held accountable for performance results.
12. Knowledge of use and maintenance of industrial cleaning equipment and appliances.
13. Knowledge of safe disposal of chemical liquids and other hazardous components.
14. Familiarity with basic landscaping and handyman practices.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Spends the majority of the day standing and sitting. While standing you may frequently hold objects while working. These can be held from waist level to slightly above the head. Must be able to walk through classrooms and be able to maneuver in tight spaces between desks. Can entail kneeling or squatting, stooping and bending from 50-70 degrees at the waist on an occasional to frequent basis on a given day. Reaching at, below or above shoulder height with the dominant upper extremity and may require trunk or neck rotation to look around.

May be required to do playground/yard duty, which involves walking on even and uneven surfaces including pea gravel and negotiating a 6" curb.

Use of computers, overhead projectors, TV, VCR, etc. When working with equipment it may also be necessary to forward bend, squat, and/or kneel. It is occasionally necessary to lift and carry boxes weighing up to 100 pounds for up to 200 feet away.

Must sit on an occasional basis. This is done at the desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day. Requires the ability to climb or balance on counters, step- ladders or chairs and roofs.

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, and noise level is moderate to loud. Moderate to high stress level.

TERMS OF EMPLOYMENT:

ADMINISTRATIVE POSITION

235-day contract

Hours: 6:45 am – 3:15 pm Monday through Friday with a 30-minute unpaid lunch break

Some evenings and weekends will be required

Salary range: Depending on Experience; \$46,000 – \$55,200 (NEGOTIABLE)

Benefits include:

1 week off in November (Fall Break)

1 week off in December (Winter Break)

1 week off in March (Spring Break)

No less than 4 weeks off in the months of July - August (Summer Break)

PAID LEAVE:

5 PAID HOLIDAYS

2 days' equivalency of non-accumulative PTO or Paid Time Off for Emergency/Personal use

80 hours of accumulated Sick Leave

3 days' equivalency of non-accumulated Bereavement

INSURANCE: –Medical, Dental and Vision Insurance begins on the 1st of the month following employment is paid through August 31st, upon assignment completion or the last day of the month worked upon termination

The School's benefit plan year runs October 1st through September 31 each year

Monthly premium rates and monthly opt out stipend for the period of this assignment are as follows:

Tier and Year	October 2020 - September 2021	Tier and Year	October 2021- September 2022
Employee Only	\$733.00	Employee Only	\$770.00
Employee & Spouse	\$1,027.00	Employee & Spouse	\$1,078.00
Employee & Child(ren)	\$979.00	Employee & Child(ren)	\$1,028.00
Employee & Family	\$1,273.00	Employee & Family	\$1,337.00
Taxable Opt out stipend	\$428.00	Taxable Opt out stipend	\$600.00

RETIREMENT (PERS/OPSRP): after completing 600 hours and 6 months employee contributes: 6% of gross wages on a pretax basis to PERS the Oregon Public Service Retirement Plan, employer contributes: an additional amount to the plan as set forth by the state.

PROFESSIONAL GROWTH: To the extent budgeted for this purpose and with prior approval from the Director, TLS shall pay up to \$500.00, for professional growth opportunities and training.

GROUND TRANSPORTATION: Federal mileage rate for reimbursement for mileage incurred on behalf of the School.

These performance responsibilities will be used as the basis on which recommendations for hiring for the next school year are made. They are to be read and signed by the employee. The Board of Directors and employee will review and discuss the evaluation, and both parties will sign when completed. The employee may write any comments he/she cares to make on the evaluation form.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Right to Revise:

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

I have read and understand all of the above. I have reviewed the job functions, standards, and qualifications for which I am responsible and understand that I must meet these each evaluation period to be recommended to be rehired for the next school year.

Printed Name of Employee

Employee Signature

Date

Human Resource Signature

Board of Director's Authorizing Signature

Offer date: ____/____/____

Hire date: ____/____/____

Start Date: ____/____/____