

**Tuesday, August 2, 2022**  
**VACANCY**

**JOB BID #4**

**Head Custodian/Engineer (8 hrs/day) - Expo**

**6:00 a.m. – 2:30 p.m.**

**Reports To:** Custodial Manager and Building Principal

**Primary Function:** To provide a clean, comfortable, safe, and efficient environment to all occupants of the building.

**Qualifications:**

Mobility/Agility

- physical strength and ability to work continuous hours on feet
- ability to lift and carry moderately heavy supplies, equipment, and furniture
- ability to climb a ladder up to 10 feet in height
- ability to remove snow and ice from walks and to mow lawn
- mobility/agility to perform all phases of custodial work

Organization/Supervision

- good organizational and time management skills
- regular attendance and punctuality
- ability to direct and supervise custodial staff of up to 10 employees
- ability to maintain confidentiality

Technical/Computer Skills

- a minimum of three year's custodial experience
- ability to instruct custodians in proper cleaning methods, time management techniques, the correct use of materials and supplies, and the proper use and care of custodial equipment
- knowledge of methods used in making minor repairs
- mathematical aptitude to understand custodial budgeting processes
- handle boilers
- take care of filters and oil bearings
- perform mechanical work under the direction of the physical plant personnel
- basic computer skills (computer navigation, email, web browser, Employee Portal) or ability to reach all skill level if not already acquired

Interpersonal Skills

- ability to establish and maintain good working relationships with teachers, students, building engineer, fellow employees, and students
- ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
- effective communication skills

**Duties:**

1. Perform all phases of custodial work generally assigned to custodians in the district.
2. Organize, assign, and supervise the custodial work of the building as directed by the Custodial Director and the building principal
3. Maintain all records as required, including but not limited to, inventory of supplies and equipment; cleaning performed within the building; attendance and payroll information; and information related to federal, state, and district safety requirements.
4. Determine overtime assignments within parameters determined by the district.
5. Supervise facility needs for school events and rental activities.
6. Work overtime for school activities and outside rentals.
7. Other duties as assigned by the Custodial Manager or Building Principal.

**Persons bidding on this position must discuss job requirements with Chuck Callaway or Marty Metcalf.**

**Persons bidding on this position must discuss job requirements with Chuck Callaway or Zach Kelly.**

**Complete the job bid process by visiting: <http://www.waterlooschools.org/hrs/afscme-job-openings>**

**CLOSING DATE: Monday, August 8, 2022**