

St. Michael –Albertville Public Schools
JOB DESCRIPTION

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Day Lead Custodian	Buildings and Grounds	Building and Grounds Supervisor
JOB SUMMARY: Responsible for ensuring the mechanical and security operations of the building are in good working condition for the safety and comfort of students and staff. Responsible for the care and maintenance of grounds.		
QUALIFICATIONS: High School diploma or equivalent (GED), required class of a boiler license and maintenance experience. Must be able to lift 50 pounds or more, occasionally lifting up to 100 pounds or more. Pass physical requirements evaluation.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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| | HS – MS –ELEM
30%-20%-15% |
| 1 Inspect and monitor heating, plumbing, electrical and ventilating systems for efficient and proper equipment operations. | |
| • operate building security systems. | |
| • operate fire alarm system. | |
| • operate building P.A. and clock system. | |
| • perform maintenance of food service equipment. | |
| 2 Assign and coordinate work schedules of custodial staff to ensure work is completed in a timely, sanitary and safe manner. | 20%-15%-10% |
| 3 Perform repair of furnishings, building, mechanical and electrical equipment as needed. | 10%-20%-20% |
| 4 Responsible for opening the school and ensuring its safety and operational efficiency. | 10%-20%-29% |
| 5 Responsible for building custodial inventory of supplies and equipment. | 10%-4%-10% |
| 6 Monitor record daily energy usage information. | 8%-5%-5% |
| 7 Perform daily set up and clean up of lunch room areas. | 5%-10%-15% |
| 8 Maintain grounds surrounding building. | 2%-2%-2% |
| 9 Attend meetings, workshops and training sessions as directed by supervisor. | 2%-1%-1% |

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10 Perform other related duties as assigned.

3%-3%-2%

If the Day Lead Custodian is assigned responsibilities for the STMA High School Performing Arts Center or Activity Center or Middle School West Auditorium, he/she will work with school and non-school groups to set-up, operate and supervise events and productions. The person is responsible for equipment and facility usage. The following are included in the job description and account for 15% and 10% in frequency at the high school and Middle School West, respectively, in place of “supervise and perform cleaning, scrubbing, waxing, vacuuming and sweeping floors, hallways, walls and restrooms”:

TASK NO.	DESCRIPTION	FREQUENCY
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High School Performing Arts Center (PAC) and Activity Center

- 9 Set up, adjust and operate (1) all sound equipment in the PAC and have capability of assisting or operating sound equipment in the Gym, Activity Center and Cafeteria, (2) lighting system – moving and focusing of light fixtures and the ability to write and record custom programming for productions, and (3) video and video projection system in the PAC
- 10 Keep track of and maintain records on equipment and replace and maintain lighting supplies
- 11 Coordinate the moving of the pit cover and related equipment and the set up and tear down of stage acoustical equipment
- 12 Operate and supervise all staging rigging
- 13 Clean PAC, and when there are no productions in the PAC, general custodial duties and duties related to set up, tear down, care and maintenance of Activity Center equipment, backstops, scoreboards and bleachers will be assigned

Middle School West

- 14 Set-up, teardown and clean the area to maintain the facility
- 15 Maintain supplies and equipment for the Auditorium
- 16 Operate equipment light & sound systems
- 17 Supervise and secure the area.

SUPERVISOR’S APPROVAL

DATE

COMMITTEE’S APPROVAL
Day Lead Custodian

DATE

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