

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: CUSTODIAN FOREMAN

QUALIFICATIONS:

1. High School Diplomas or GED
2. Ability to read, write and communicate effectively in English
3. Ability to use a computer
4. Be clean and neat in appearance
5. Strong interpersonal skills
6. Ability to operate all required power tools and or equipment.
7. Have reasonable mechanical ability.
8. Possess a valid New Jersey Driver's License.
9. Must have a Black Seal Operator's License.
10. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.
11. The ability to bend, lift, squat, crawl, perform repetitive motions and work overhead.
12. The ability to climb ladders and work on roofs or ceilings.
13. The ability to lift 50 lbs. at least 25% of the time
14. Occasional ability to lift/carry equipment and supplies weighing up to 80 lbs

REPORTS TO: Directly responsible to the Facilities Manager and School Principal

JOB GOAL:

To provide all students, staff, community members and visitors with a safe, clean and healthy environment that functions at optimal efficiency on a daily basis.

ESSENTIAL JOB FUNCTIONS:

1. Must be employed on a twelve (12) month basis with work day schedule as jointly determined by the Facilities Manager and Business Administrator.
2. Bend, lift, squat, crawl, perform repetitive motions, climb stairs and ladder, work at heights, shovel, work in the elements, stand for long periods of time, and work and handle a hand truck.
3. Physically move and twist to complete normal daily activities such as mopping, sweeping, emptying garbage cans, moving furniture, etc.
4. Physically able to shovel snow, operate snow equipment, sweep sidewalks and steps, and salt during inclement weather.
5. Required to report to work for assigned shift during snow emergencies.
6. Ability to operate all required equipment such as floor machines, auto scrubbers, vacuums, snow blowers, etc.
7. Ability to stand and walk continuously about the classrooms, hallways, cafeteria, school and other school grounds for long periods of time.
8. Maintain a working relationship with other district staff.
9. Accept and follow the direction of the Facilities Manager just as those instructions are given and also ensures that all directions are carried through by those under his/her immediate supervision.
10. Maintain a constant, daily, open line of communication between himself/herself and the building administrative staff in order to accept and/or carry through any and all of their directions as well as inform them of anything going on which may impact the normal operation of the school day.
11. Maintain a constant, daily, open line of communication with the Grounds Foreman to coordinate all events and ensure that all events occur safely and without any delay, concerns or issues.
12. Maintain the inventory of all custodial/maintenance supplies, tools and equipment on a daily basis, places all orders through the buildings and grounds secretary in a timely fashion and provides the building and grounds secretary with as much detailed information as possible in order for the order to be placed properly.
13. Maintain an organized and clean custodial area and maintenance shop at all times and ensures that all those under his or her immediate supervision assist with doing the same.
14. Perform daily boiler checks, logs entries every two hours and ensures that the entire day crew does the same.

15. Perform monthly fire extinguisher inspections, dates and initials them and ensures that the entire day crew does the same with their assigned extinguishers.
16. Addresses all Indoor Air Quality concerns, performs the required work to correct these concerns immediately and documents both the concern and the corrective measures taken in the IAQ Log Book for the Facilities Manager's immediate review.
17. Addresses all Integrated Pest Management concerns, performs the required work to correct these concerns immediately and shares all information with the Certified Educational Facilities Manager so that he or she can document the information in the IPM Log Book as required by law.
18. Manage SchoolDude on a daily basis in order to create, perform and delegate work orders each day.
19. Constantly remains aware of all events on a daily basis. Effectively plans for each event by proactively speaking to all those involved in order to obtain all event set-up and breakdown requirements. Ensure that all requirements are met so that each event may occur on time and without issues.
20. Ensures that the building is opened/closed, safe and ready to be occupied by all each day. Notify the Principal, the Vice Principal and the Facilities Manager of all issues immediately so that they may plan accordingly and as soon as possible.
21. Ensures that all of the following areas are cleaned, maintained and organized by the entire day crew each day: The B&G shop; all 3 cafes; the kitchen; the interior and exterior of the loading dock; the break room; the locker room; the boiler rooms; the sprinkler room; the loading dock bathrooms; all storage and custodial closets; all storage trailers.
22. Ensures that all supervised individuals equipment is cared for and maintained properly. All items needing repair should be properly reported to the Building and Grounds Secretary.
23. Ensures that the entire day/night crew strictly adheres to the daily allotted coffee and lunch break start times and their duration without extending either allotted time frame.
24. Ensures that all deliveries, pick-ups, bank runs, etc. are made one person at a time in order to maintain productivity and efficiency. Any need for more than one person to go at any one time needs to be expressed to the Facilities Manager prior to leaving so that he or she may approve or deny the request as he or she sees fit.
25. Ensures that all overtime is posted, filled and provided with instructions at least 5 days in advance or as soon as possible whenever it is scheduled at the last minute.
26. Ensures the entire day/night crew is practicing safe work habits and utilizing all the personal protective equipment that they have been given and have signed off on. Report all issues to the Facilities Manager immediately so that he or she can address these issues with you.

27. Ensures that all bodily fluids incidents are dealt with according to the protocol that has been provided and remains posted on the loading dock bulletin board.
28. Addresses all safety issues such as fire hazards, trip and fall, AHERA, HazCom, ladder safety, chemical hygiene, confined space, SDS, Right to Know (RTK), etc. and notify both the Certified Educational Facilities Manager and the Principal of all issues immediately so that they can plan accordingly.
29. Ensures that all roof drains are checked at least every Friday and definitely before, during and after heavy rain or snow fall in order to prevent roof leaks, property damage and harm to all occupants.
30. Ensures that all floor drains are filled with water on a weekly basis in order to prevent sewer gases from entering the building. Ensure that all plumbing fixtures, including the irrigation system, are working properly each day and not being left to leak, drip or run overnight. Ensure that all such issues are repaired immediately.
31. Directly supervises all summer custodial helpers to ensure that they work safely, adhere to their shift times, remain productive and do not extend their break and lunch times.
32. Perform any other tasks assigned by the Facilities Manager for the overall condition of the building/campus and for personnel management.
33. Perform any other tasks assigned by the Superintendent of Schools, Business Administrator, or their designee, where circumstances prevent assignment through the chain of command described herein.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

BOE APPROVED: 3/19/18