

**Killeen Independent School District**  
**Job Description**

**Job Title:** Lead Custodian  
**Department:** Facilities Services  
**Reports To:** Zone Foreman  
**FLSA Status:** Non-exempt

**SUMMARY**

Supervises and coordinates activities of crewmembers engaged in cleaning and maintaining premises of building operations and grounds. Enforces high standards of safety, cleanliness, and efficiency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Assigns tasks to cleaning team members and inspects completed work for conformance to standards.

Maintains a program of preventive maintenance to ensure the comfort, health, and safety of students and staff.

Establishes procedures for locking, checking, and safeguarding facilities.

Regulates heat, ventilation, and air-conditioning systems to provide appropriate temperatures and to ensure economical usage of fuel, water, and electricity.

Checks daily to ensure that all exit doors are unlocked and all panic bolts are working properly during the hours of building occupancy. Ensures doors are not left open.

Checks daily to ensure that all exit doors are locked and all panic bolts are working properly during the hours of building un-occupancy. Ensures doors are not left open.

Develops and maintains a cleaning schedule that will include the cleaning of floors, whiteboards, wastebaskets, windows, furniture, equipment, and rest rooms.

Keeps the buildings including sidewalks, driveways, parking lots, and play areas, if applicable, neat and clean.

Observes and informs zone foreman and the principal/administrator of safety hazards.

Complies with local laws and procedures for the storage and disposal of trash.

Recycles paper products.

Makes minor building repairs as needed and ensures major repairs needed are placed on work order. Tracks the status of the work order until completed.

Inspects machines and equipment for safety efficiency.

Maintains and inventories cleaning supplies and equipment and orders additional supplies, as needed.

Moves furniture or equipment within the buildings as directed by the Zone Foreman.

Follows all safety codes and standards.

Issues supplies and equipment.

Submits required administrative reports in a timely and accurate manner

Properly maintains cleaning equipment and submits requests for repair of cleaning equipment.

Requisitions or purchases cleaning supplies and equipment.

Performs duties of workers supervised.

Responds to emergency situations outside normal duty hours, as required.

Performs such other tasks as may be assigned by the Zone Foreman.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises one or more crewmembers. Carries out supervisory responsibilities in accordance with KISD policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

### **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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or General Education Degree (GED), and one year related experience or training, or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents in English such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence in English. Ability to speak effectively before groups of employees of the organization in English.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER SKILLS AND ABILITIES**

Ability to operate buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, and use cleaning supplies. Have knowledge of basic techniques of minor repairs and building maintenance. Be able to lift heavy equipment.

## **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand, walk, talk, see, and hear. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. The employee may work on ladders and work alone. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent district-wide travel to multiple campuses as assigned. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**Prepared by:** **Revised By:** Thomas Colvin  
**Prepared Date:** July 10, 2007  
**Revised by:** Sherri Worley, Coordinator for Auxiliary Personnel  
**Revised Date:** April 22, 2011

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.