

**Killeen Independent School District
Job Description**

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

SUMMARY

Supervises and coordinates activities of janitors engaged in cleaning and maintaining premises of building operations and grounds. Enforces high standards of safety, cleanliness, and efficiency. Performs duties during non-standard work hours and is subject to recall at any time, including weekends and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assigns tasks to crewmembers 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.

Develops and maintains a cleaning schedule that will include the cleaning of floors.

Cleans carpets using commercial carpet extractor cleaner.

Observes and informs supervisor of safety hazards.

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

Reports major repairs needed to the site based Cleaning Crew Lead and/or Zone Foreman.

Inspects machines and equipment for safety and efficiency.

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

Follows all safety codes and standards.

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

Submits requests for repair of cleaning equipment.

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

Performs duties of workers supervised.

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

SUPERVISORY RESPONSIBILITIES

Directly supervises three 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 qualifications as the Board of Trustees 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 and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

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

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, carpet extractor cleaner, floor sander, lawn mower, edger, weed eater, and use cleaning supplies. Have knowledge of basic techniques of minor repairs and buildings and grounds maintenance. Be able to lift heavy equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a current Texas Class C driver's license.

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 and walk. The employee regularly is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move 50 pounds and occasionally lift and/or move up to 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, 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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, hot/cold temperatures, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee is subject to being called in during non-standard work hours to meet the needs of the District.

Revised By: Thomas Colvin

Prepared Date: July 10, 2007

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.