



## Job Description Worksheet

**Job Title: Assistant Head Custodian With License**

**Reports to:** Building and Grounds Site Supervisor  
**Department:** General Services Department  
**Compensation:** Grade 7  
5% shift differential working 2:30 to 11:00 pm (subject to yearly board approval)  
10% shift differential working from 11:00 pm to 7:30 am (subject to yearly board approval)

**Overtime Status:** Non-Exempt  
**Date Job Revised:** March 1, 2004

**Position Summary:** Assisting the Building and Grounds Site Supervisor (BGSS) in the day to day operation of the custodial department and to help insure the general cleanliness and appearance of the entire facility. He/she will make continuous checks of the building and grounds, keeping the BGSS informed of any deficiencies. He/she may be responsible for maintaining a current city license to operate the boiler and to maintain the swimming pool if applicable. He/she may be required to act in place of the BGSS in his/her absence.

**Minimum Qualifications/Job Requirements:**

**Education:**

- High school diploma or equivalent

**Specialized Knowledge, Licenses, etc:**

- 3<sup>rd</sup> Class Engineers License

**Essential Job Functions:**

- Unlocking and removing chains from all doors.
- Turning on lights.
- Firing, checking and maintaining the boiler as required.
- Turning on the air conditioning.
- Monitor, cleaning and maintaining the swimming pool.
- Cleaning and/or monitoring an assigned area.
- Raising or lowering the flags.
- Taking out the mail.
- Policing the grounds.
- Checking the play grounds and equipment for safety concerns.
- Replacing light bulbs.
- Checking fire extinguishers.
- Cleaning the kitchen and/or cafeteria.
- Cleaning the sidewalks and entrances of ice and snow.
- Replacing filters.
- Calling in/turning in maintenance work orders.
- Filling out time sheets.
- Other duties as assigned by the Building and Grounds Site Supervisor.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. It is not intended and should not be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**