



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 11/10/2023

Head Custodian III

Pay Scale: B

Level: 7

FLSA Status: Non-Exempt

Job Family: Facilities Services

Primary Location: School-Based

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Head Custodian III serves as the evening working leader for a middle and intermediate school custodial team of six (6) or more custodians that performs building cleaning and facility operations. The Head Custodian III will perform quality control of the work completed by the custodial team will ensure the middle and intermediate school is properly cleaned.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Prepares cleaning assignments for all members of the custodial cleaning team and adjusts assignments for absences due to team member sickness, vacation or position vacancy; performs quality control checks of cleaning team assignments and directs re-cleaning of spaces where necessary
- Handles personnel events during the evening shift, referring discipline or poor performance issues to the building administrator. Reviews and approves annual leave requests for custodial team
- Performs and directs the minor maintenance and proper cleaning of all assigned custodial equipment
- Orders custodial supplies from Facilities Services; follows instructions regarding the use of chemicals and supplies; uses only authorized Facilities Services supplied cleaning chemicals as directed
- Ensures that exterior maintenance duties such as grass mowing, snow plowing, bush trimming, and trash collecting are performed by the daytime custodian or the custodial team as appropriate
- Ensures that the school building is secure and that the security alarm is set when the evening shift is complete; ensures that building checks are completed every day when school is not in session
- Coordinates custodial staff to provide building supervision for school and community use events on nights, weekends, and holidays

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Must possess leadership ability and cleaning knowledge and ability
- Working knowledge of methods, materials, and practices used in building custodian work including the proper use and care of custodial equipment
- Knowledge of safe and efficient procedures for operating custodial equipment and conducting custodial operations
- Ability to train and inspect the work of the custodial team
- Ability to read, write, and maintain routine records
- Good human relations and communications skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is frequently required to stand and walk for extended periods of time; use hands to finger, handle or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally required to sit; stoop, kneel, crouch or bend, climb a ladder, and may be required to lift up to approximately 50 pounds. May be exposed to extreme temperatures or other inclement weather, and loud noises.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.