

Highland Local Schools has a vacancy for your consideration. Please find the details below.

Building Manager (Head Custodian) – Highland High School

Category: Custodial

Date Posted: 5/15/19

Location: Highland High School

Date of Availability: 7/1/19

Date Closing: 5/31/19

The Highland Local School District has an opening for one (1) Building Manager (Head Custodian). The position will be 12 months per year for 8 hours per day. The selected party will work 1st shift, 6:00 AM to 2:30 PM, during the school year and an adjusted schedule during vacation periods.

QUALIFICATIONS:

High School Diploma or G.E.D. and a sound knowledge of cleaning procedures and general maintenance required. Must be a strong leader with the ability to supervise staff, schedule and assign work and actively assist in the cleaning and maintenance of building and grounds, including the Athletic Stadium.

RESPONSIBILITIES:

The Building Manager (Head Custodian) is directly responsible to the principal of his/her school and the Maintenance Supervisor.

JOB DUTIES:

1. To operate all building systems, including HVAC, electrical, water and sanitary systems in an efficient, economical and safe manner.
2. Continuously evaluate the condition of the building and proactively make corrections and repairs, as needed.
3. Make minor repairs as required, such as:
 - Replace broken glass
 - Repair furniture
 - Repair doors
 - Minor plumbing repairs
 - Minor electrical repairs
 - Replace lights
 - Repair lockers
4. If unable to make needed repairs, prepare Maintenance Request form for Maintenance Supervisor.
5. Responsible for maintenance and safety of the school grounds, seeing that they are kept neat and well groomed, including walks and entry ways at all times of the year.
6. Follow established cleaning procedures and protocols for daily and summer cleaning.
7. Receive incoming shipments, sign for and deliver to proper office/department.
8. Requisition needed supplies as required through the Maintenance Supervisor.
9. Check fire alarms and fire extinguishers each week.
10. Conduct daily inspection of the building and rectify unsatisfactory conditions, as needed:
 - Drinking and restrooms in working order
 - All areas where dust might collect should be checked (top of bases, window ledges in corridors, show case areas, etc.)
 - Remove excessive dust, dirt or water on floors
 - Remove dirt and cobwebs in corners
 - Walls should be free of any marks

11. Keep the corridors, cafeteria and storage areas clean and neat, either by dry mop or wet mopping.
12. Keep cafeteria clean during and after lunch periods.
13. Arrange for coverage with the principal when the building is in use, during and after school hours and activities.
14. Secure the building on a time schedule basis as needed in conjunction with the building's activities schedule.
15. Submit a monthly report on the condition of the building.
16. In the event a custodian is absent, make the necessary adjustments in the work schedules to facilitate proper priority cleaning,
17. Keep in daily communication with the custodians.
18. Perform two hour check of the building on days that no other custodial personnel is assigned to the building. (snow days, holidays, etc.)
19. The chain of command requires a contact of: 1. Maintenance Supervisor and 2. Principal.
20. Will comply with all policies and procedures developed by Highland Local School District pertaining to OSHA laws and requirements.
21. Submit checklists and forms as required to maintain the safety of the building and its mechanical operation.
22. Maintain a good working relationship with the general public, staff, students and fellow co-workers.
23. Perform other duties as related to the job as assigned by the building principal/assistant principal, Maintenance Supervisor or Superintendent.

SALARY:

\$21.05 - \$21.83 per hour – based on experience level and qualifications

APPLICATION PROCEDURE:

Anyone interested should submit a letter of interest and resume to Tdavis@highlandschools.org by 4 PM on or before **Friday, May 31, 2019**.

SELECTION PROCEDURE:

Highland Local School District is an equal opportunity employer. The Highland Local School District does not discriminate on the basis of race, national origin, sex, disability, or age in its employment practices.