



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Lead Custodian  
**Reports To:** Deputy Superintendent  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 07/2007  
**Last Revised Date:** 07/2007

### **Summary:**

Perform lead custodial duties to meet building site needs in accordance with the agency's mission of providing excellent service.

### **Essential Duties and Responsibilities:**

- Maintains building performing minor and routine cleaning, painting, plumbing, electrical wiring, and other related maintenance activities
- Instructs site custodians in custodial and routine preventative maintenance activities
- Assists the maintenance supervisor in maintaining custodial coverage for assigned site
- Assists with conference room set-up and audio-visual needs.
- Accompanies building inspectors to assist with compliance of applicable codes
- Maintains seasonal grounds work
- Cleans pool and transports water samples for testing
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

### **Education and/or Experience:**

High school diploma or six months to 1 year related experience and/or training; or equivalent combination of education & experience.

### **Certificates, License, Registration:**

Not applicable.

**Other Skill & Abilities:**

Keeps maintenance supervisor abreast of site related needs, activities and repairs  
Ability to communicate effectively including listening  
Works in a team oriented fashion  
Ability to problem solve  
Ability to read meters, reports, correspondence, policies and procedures  
Displays willingness to support and make decisions with sound judgment in timely manner  
Performs duties as workload necessitates  
Ability to respond to after-hours calls as needed  
Adapts to frequent changes in the work environment  
Uses equipment and materials properly  
Practices safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, used hands and fingers to handle or feel objects, tools or controls; stand and walk. The employee is occasionally required to sit. The employee must frequently squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must lift and/or move up to 25 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level in the work environment is usually moderate to noisy.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.