

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: **DISTRICT LEAD**

QUALIFICATIONS:

- 1) All as presently required for and currently fulfilled as Head Custodian in GMRSD.

REPORTS TO: Supervisor of Buildings/Grounds

SUPERVISES: District Staff at Direction of Supervisor of Buildings/Grounds

JOB GOAL: To serve as assigned district “Point of Contact” for any and all matters as directed by Supervisor of B&G.

PERFORMANCE RESPONSIBILITIES :

Essential Job Functions:

1. Handles shift coverage in the event of a Call-Out or scheduled day off.
2. Coordinates Contractors dispatching and repairs with the Director of B&G
3. Responds to Burglar & Fire Alarm Calls
4. Coordinates Landscaping schedule with the Grounds Custodian and the Director of B&G
5. Responsible for the Interoffice Mail between all buildings
6. Responsible for the moving of supplies, as needed, between buildings
7. Coordinates training off custodial staff with the Director of B&G
8. Adjusts the Building Automation to control the HVAC in all buildings

Knowledge/Abilities:

1. Knowledge of custodial methods, supplies, and equipment used to maintain facilities in a safe, clean, and orderly condition
2. Knowledge of the basic operation and maintenance of mechanical systems such as heating and air conditioning equipment
3. Ability to use basic hand tools to perform minor repairs
4. Ability to follow oral and written instructions
5. Ability to keep simple records
6. Ability to effectively organize and prioritize work
7. Ability to plan and carry out a systematic building cleaning schedule

8. Ability to supervise and evaluate the work of assigned personnel

Attributes:

1. Establishes and maintains effective relationships with staff, administrators, students, and the community
2. Must be able to concentrate on multiple tasks simultaneously
3. Remains calm, uses good judgment, and thinks quickly and rationally in difficult or stressful situations
4. Diffuses stressful situations with others
5. Positively develops cooperation of others
6. Consistently exceeds expectations in response to requests
7. Encourages teamwork and places the success of the team above individual gain

Supervisory Skills:

1. Creates an environment that motivates employees to do their best
2. Highly respected by staff and peers for ethical standards
3. Someone people enjoy working for and with

Physical Requirements:

1. Able to lift and carry up to 50 pounds
2. Sufficient body movement and mobility to crawl, stoop, kneel, bend, climb, and stand for extended periods of time
3. Sufficient stamina to perform heavy physical labor
4. Able to work from ladders and scaffolds

I have read and received a copy of this job description, and I understand that a copy will become part of my personnel file. I understand that the position of District Lead is a daytime position, is granted on an annual basis, and that I have no guarantee that I will be offered the position in future years. I understand that remuneration for this position is in the form of an annual stipend. I further understand that should I decide to resign the position of District Lead, or if I am not offered the position in the future, the stipend will be withdrawn.

(Employee Signature)

(Date)