

Title: Middle School Custodial Crew Chief
Organizational Unit: Operations
Bargaining Unit: Local 71
Range: J-1
Work Days: 238 Days

Job Summary

The Middle School Custodial Crew Chief trains and evaluates custodians and assigns cleaning work with monitoring cleaning quality. The chief may also make minor repairs and provide minor security. The position has a retirement association with the Public Employees' Retirement System (PERS) and is represented by the Local 71 bargaining unit.

Job Requirements

The following are required:

1. A high school diploma or equivalent.
2. Successful completion of ASD Operations test for crew chief.
3. A valid Alaska driver's license.

The following are preferred:

1. Three years of experience in custodial work, with a good working knowledge of custodial skills.
2. Three years of experience in supervision or management.
3. Ability to lead and supervise employees, and to work cooperatively with others.
4. Ability to provide hands on training with custodial hand tools, power equipment, cleaning chemicals and products, and up-to-date techniques.
5. Familiarity with Material Safety Data Sheets and Hazard Communications Standard.
6. Ability to interpret written instructions and reports, keep logs and records, and write clear and concise reports on a daily basis.
7. Ability to accept special assignments and perform them effectively without supervision.
8. Ability to supervise activities, and establish and maintain effective relationships with students, faculty, administrators, and the public.
9. Unrestricted ability to squat, stoop, bend, kneel, reach, climb stairs, and carry and manipulate typical custodial hand and powered equipment, including ability to safely lift, move and carry up to 50 pounds.
10. Ability to work under stress.

Essential Job Functions

1. Surveys and measures buildings and determines production rates for cleaning.
2. Assigns workload in schools and inspects work being performed.
3. Provides orientation training to new employees, and demonstrates procedures and methods to all employees.
4. Maintains work procedures in compliance with Anchorage School District policies and the bargaining unit contract.
5. Assures that assigned schools and facilities meet required school district cleanliness standards.
6. Emphasizes and provides safety training and facility security techniques to employees.
7. Keeps attendance and performance records, and evaluates assigned employees.
8. Writes instructions, memorandums, and records of counseling and recommends necessary disciplinary action.
9. Provides low-key building security in conjunction with appointed rounds.
10. Requisitions supplies and equipment for assigned schools.
11. Makes minor adjustments and non-technical repairs, and performs essential custodial tasks while training custodial employees.

Physical/Mental Demands

The physical demands of this job require frequent standing, walking, sitting, speaking, and hearing. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Anchorage School District is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Work Environment

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities and abilities, including working with diverse groups of people in a variety of different settings.

While performing the duties of this job the employee may be regularly exposed to a video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Additional Job Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments.

Anchorage School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

Offers of employment are contingent upon completion of a satisfactory criminal background check.

It is a condition of employment that the selected applicant become a member of Local 71, or pay a professional service fee.

The Anchorage School District is an Equal Opportunity Employer.