



Morgan County R-1 Schools

701 N Oak, Stover, MO 65078

Phone: (573) 377-2217 Fax: (573) 377-2211

“The Bulldog Way”

Striving for the Best, We Rise Above the Rest

Position Title: Director of Maintenance/ Head Custodian

Department: Building and Grounds

Reports To: Superintendent

FLSA: Exempt

SUMMARY: Maintains and services district buildings and equipment. Supervises custodial personnel in the performance of their assigned duties. Cleans and services building areas. Performs a variety of custodial duties to maintain a sanitary, orderly, and attractive condition. Requires the use of tools, mops, buckets, wringers, carts, vacuums, buffers, ladders, dusters, rags, cleaning chemicals, and other items necessary to accomplish the maintenance and cleaning assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Capable of preventive, corrective and emergency work on a wide variety of structures and systems. This position requires the ability to create and follow preventive maintenance and replacement plans.
- Works in public as well as maintenance areas and maintains an acceptable standard of personal appearance.
- Works on various skilled areas which include: structural, carpentry, plumbing, electrical, masonry, and other as dictated by the need to maintain continuous operation of the district buildings.
- Works at various times with hazardous materials, chemicals and asbestos, but only when trained in the proper procedures, techniques or when using appropriate care.
- Maintains logs, worksheets and other records.
- Distinguishes the relationship between quality and quantity of work necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Trains custodial staff.
- Evaluates the performance of the custodial staff on a regular basis, handles minor problems and reports major problems to the superintendent.
- Maintains an inventory of supplies, tools, equipment and submits request for replacements
- Perform maintenance on equipment which shall include but not limited to inspecting fire extinguishers, emergency lights and exit signs; oiling of motors; repair of toilets, urinals, chairs, desks, doors; replacing of light bulbs; cleaning of vents and ceiling tiles, ect.
- Establish procedures and schedules for cleaning of the campus.
- Provide custodial services to offices, labs, classrooms, gyms, public areas, service areas, restrooms, utility rooms, hallways, stairwells, storerooms, and other areas as necessary.
- Will be required to clean walls, floors, ceilings, windows, toilets, urinals, tubs, showers, sinks, beds, furniture, trash cans, doors, vents, pictures, baseboards, light fixtures, water fountains, televisions, bookcases, tables, desks, cabinets, drapes, telephones, custodial equipment or other items as necessary.



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- Will be required to dust mop, damp mop, wet mop, high dust, buff floors, vacuum, collect trash, spot clean or replenish supplies, in order to accomplish the cleaning responsibilities inherent with this position.
- May be required to shampoo carpets, strip and refinish floors.
- May be required to move furniture or equipment, arrange rooms, or set-up rooms for meetings.
- May be assigned to Snow Removal.
- Must become familiar with campus and departmental safety, security and Material Safety Data Sheets (MSDS).
- Must become familiar with and demonstrate an understanding of departmental, district, and Board Of Education Policies.
- Must become familiar with campus and departmental safety, security and Material Safety Data Sheets (MSDS).
- Share the general responsibility of supervision of the buildings and school vehicles, the maintenance of discipline and order, the safety and well-being of all students, and the general care of all buildings, vehicles, and equipment at all times.
- Organizes summer cleaning schedule.
- Must become familiar with and demonstrate an understanding of departmental, district, and School Board Policies.

SUPERVISORY RESPONSIBILITIES: Supervises all custodians and summer help

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* The employee should be conscientious, dependable, prompt, be in good health, able to lift a minimum of 40 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required. Must be able to operate heavy machinery and use ladder. Cleaning of blood, human waste and other offensive items and odors are occasionally required.

Education and/or Experience: High school diploma or equivalent, 5 years' experience in trade, maintenance or construction work required.

Evaluation: Will be evaluated annually by the Superintendent in accordance with Board of Education policy.

Terms of Employment: Twelve Month Employee. Hourly rate per salary schedule and employee benefits as defined by board policy.