



Job Title: Assistant Head Custodian with License

Reports to: Building and Grounds Site Supervisor

Department: General Services Department

Compensation: Grade 7
5% shift differential working 2:30 to 11:00 pm (subject to yearly board approval)
10% shift differential working from 11:00 pm to 7:30 am (subject to yearly board approval)

Overtime Status: Non-Exempt

Last Revised Date: March 1, 2004

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Assisting the Building and Grounds Site Supervisor (BGSS) in the day to day operation of the custodial department and to help insure the general cleanliness and appearance of the entire facility. He/she will make continuous checks of the building and grounds, keeping the BGSS informed of any deficiencies. He/she may be responsible for maintaining a current city license to operate the boiler and to maintain the swimming pool if applicable. He/she may be required to act in place of the BGSS in his/her absence.

Minimum Qualifications:**Education:**

- High school diploma or equivalent

Specialized Knowledge, Licenses, etc.:

- 3rd Class Engineers License

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Unlocking and removing chains from all doors
- Turning on lights
- Firing, checking and maintaining the boiler as required
- Turning on the air conditioning
- Monitor, cleaning and maintaining the swimming pool
- Cleaning and/or monitoring an assigned area
- Raising or lowering the flags
- Taking out the mail
- Policing the grounds
- Checking the playgrounds and equipment for safety concerns
- Replacing light bulbs
- Checking fire extinguishers
- Cleaning the kitchen and/or cafeteria
- Cleaning the sidewalks and entrances of ice and snow
- Replacing filters
- Calling in/turning in maintenance work orders
- Filling out time sheets
- Other duties as assigned by the Building and Grounds Site Supervisor
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Able to lift up to 35 pounds
- Able to tolerate noise, movement, and a fast-paced environment
- Able to tolerate cleaning supplies and odors associated with these cleaning agents