



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0508013
Reposted

JOB ANNOUNCEMENT

ASSISTANT HEAD CUSTODIAN

Jones Middle School

APPLICATION DEADLINE: Open Until Filled

*****All applicants must complete the accompanying Job Match Profile for full consideration*****

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED)
 - Two (2) years custodial experience plus one (1) year supervisory experience or, three (3) years custodial experience.
 - Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.
- *** District employees are eligible for a H.S. Diploma/GED waiver. Waiver forms are available in the Human Resources office.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Proficient in English (written and verbal skills)
- Skilled in cleaning methods and procedures; sanitation, safety, security, lawn and building maintenance

ESSENTIAL FUNCTIONS

1. Assist the Head Custodian plan, coordinate, prepare work schedules and supervise custodial staff according to District custodial procedures.
2. Ensure cleanliness and proper maintenance of the building and grounds.
3. Make the plant available for maintenance repairs and activities, minimizing interference with curricular or extracurricular activities during normal or other than normal duty hours; maintain related documents.
4. Operate and maintain the lighting, heating, ventilation systems, plumbing, lawn equipment, play areas and sports fields based on District guidelines.
5. Ensure all District standards are maintained or exceeded including responsibility for facility security.
6. Assume authority and act as Head Custodian during his/her absence.
7. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS

Lifts 1-20 pounds frequently, 20-50 pounds occasionally, more than 50 pounds infrequently and with assistance. Climbs ladder (unassisted up to eight (8) feet and higher with assistance); works in high places; works in cramped quarters and under buildings; works in inclement weather (hot, cold, dry and damp). Walks, stands, kneels, stoops, bends and squats for prolonged times. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments. The typical shift is 3:00 p.m. to 11:00 p.m., but variation may be required. Must be able to respond to after-hour emergencies.

REPORTS TO: Head Custodian

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt

MINIMUM HOURLY RATE: \$11.56

WORK DAYS: 261 Days (includes vacation and holiday pay)

PAY GRADE: G3

(Commensurate with experience)

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

Internal Applicants – Submit a Job Match Profile form (available in Human Resources or at www.nisd.net).

External Applicants – Submit a completed Application for Auxiliary and Classified Employment, a Job Match Profile form (available in Human Resources or at www.nisd.net) and copies of required credentials to support the qualifications as posted in the job announcement.

Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:

FOR HR USE ONLY
PCN: P4J2J115 00007

Northside ISD
Human Resources
5617 Grissom Road
San Antonio, TX 78238

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