| **Job Title:** | Maintenance/Custodian |
| --- | --- |
| **Supervisor:** | Director of Facilities/Site Principal | **Location:** |  |
| **Authorized Hours:** | Varies, M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 9 months | **Range:** | E, starting at $21.03, DOE |

# Responsibilities

To perform the duties listed below with the goal of maintaining the school and its support facilities, including all equipment and vehicles, in the best possible condition, within your time and capabilities. Performs general cleaning duties, policing of restrooms, halls and grounds, minor maintenance, grounds and snow removal work, and responds to building staff needs to maintain the functioning of the building and its programs.

# Qualifications

**Education:**  High School Diploma or GED.

**Experience:** At least two years of building maintenance or custodial experience. Post secondary education may be substituted for experience on a year-for-year basis.

# Job Duties

1. To communicate weekly with supervisors to discuss scheduling of work orders, training, and site visits; submission of reports and ordering of parts or materials, etc.
2. To conduct daily inspections of critical systems to ensure everything is functioning properly.
3. To complete required preventative maintenance work orders to maintain building components to include mechanical equipment, electrical fixtures, plumbing fixtures, lockers, door hardware, windows, roofing, floor coverings, stair railings, etc.
4. To record labor hours and material costs in computerized work order system and completes work orders on schedule.
5. To report conditions requiring corrective maintenance and coordinate with supervisors to complete repairs.
6. To complete assigned computer OSHA-required safety training on schedule.
7. To perform periodic inspections of facilities and bulk fuel tank farms and submits inspection reports to the maintenance department on schedule.
8. To report monthly fuel inventory and fire drills to the maintenance department on schedule.
9. To transfer fuel as needed from bulk storage tanks to point-of-use tanks.
10. To remove snow from the school campus ramps, stairs, and walkways.
11. To cut grass and brush on school campus to maintain a clean appearance.
12. To keep all maintenance rooms clean and organized.
13. To work a non-regular schedule to verify all systems are functioning.
14. Keep buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
15. Shovel, plow, and/or sand walkways, driveways, parking areas, and steps as appropriate.
16. Check daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
17. Raise the United States Flag at or before 8:00 a.m. on each school day and lower it at or after 3:30 p.m.
18. Sweep classrooms daily and dust furniture.
19. Clean corridors after school each day and during the day when condition requires it.
20. Scrub, hose down and disinfect toilet floors daily, and clean all sanitary fixtures and drinking fountains daily.
21. Wash all windows on both the inside and outside at least twice each year and more frequently if necessary.
22. Keep grounds free of rubbish.
23. Perform such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
24. Keep all floors in a clean and attractive condition and in good state of preservation.
25. Clean all chalkboards at least once a week.
26. Report major repairs needed promptly to Principal/Principal-Teacher.
27. Report immediately to the Principal/Principal-Teacher any damage to school property.
28. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and attendance as required by the site administrator.
29. Assume responsibility for the opening and closing of the building each school day and determine, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
30. Move furniture or equipment within buildings as required for various activities and as directed by the Unit Administrator.
31. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
32. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

# May be required to drive vehicles, snow machines, or four-wheelers for school purposes.

# May be required to use battery or electric powered tools including drills, circular saws, reciprocating saws, grinders, pumps, generators, compressors, floor wax removal equipment.

# etc.

# Independent Decisions

# Must have the ability to make decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

# Primary Working Contacts

# Administrators, teachers and students.

# Supervision

# School Principal and Facilities Department.

# Anticipated Environment

* Extended use of manual or portable power tools.
* Considerable bending, kneeling, stooping and crawling.
* Climbing ladders and scaffolding
* Working in areas of dust, fumes, and hazards
* Moderate to high levels of noise
* Working in confined areas such as attics and crawlspaces which may be dusty and dirty
* Handling of bulky materials up to 50 lbs. unassisted
* Lifting or moving heavier items with assistance of personnel and/or equipment
* Environmental hazards; petroleum spills, chemical spills, contaminated sites, etc.
* Physical agents (cold/heat stress, noise, hand-arm vibration, etc.)
* Heights of more than 6 feet above the ground (including roof top work)
* Welders, cutting torches, brazing tools, forklifts, scaffolding and ladders,
* Compressors and generators. Other miscellaneous hand and power tools.
* Personal computer, printer, scanner / fax machine, copy machine, telecommunication.

# Evaluation

# Annual written evaluation.