

Maintenance - Custodian

Classification: Classified

Salary Range: 19

Work Year: 260 Days

FLSA Status: Non-Exempt

Board Ratified:

OVERALL RESPONSIBILITY

Under general supervision of the on-site school principal and the Director of Maintenance performs the necessary custodial, grounds, and building maintenance work in a designated school area

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Performs building and general maintenance and repair work.
- Repairs roofs, floors, furniture, doors, locks, windows, playground equipment, etc.
- May make plumbing and electrical repairs
- Paints facilities and does the necessary preparation
- Makes needed repairs on heating and air conditioning systems and cleans filters
- Does other repair work as needed
- Performs grounds maintenance work
- Waters, fertilizes cuts and trims lawns
- Hoes, weeds, rakes and picks up leaves
- Sweeps, walks and picks up trash
- Trims shrubs and trees
- Sprays when necessary with approved herbicides or pesticides
- Performs custodial work
- Cleans assigned areas: sweeps, scrubs, mops and waxes, floors, dusts furniture and fixtures, cleans windows and blackboards
- Cleans and sanitizes bathrooms
- Empties and cleans waste receptacles.
- Locks and unlocks doors
- Assists in the restoration and major cleaning of buildings and grounds during school vacation
- Loads and unloads trucks and moves supplies
- Maintains equipment and materials used
- Operated necessary equipment and tools
- Does related work as required

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

- Gardening, cleaning, maintenance methods and tools and their uses, a general knowledge in the building trades desirable

Ability to:

- Work effectively in the various areas required by the position.
- Understand and carry out oral and written directions, read and write
- Relate positively to students
- Maintain cooperative relationship with those contracted in the course of work.

Education:

- High school diploma or equivalent

Experience:

- Two years experience in custodian grounds maintenance work, additional experience in one of the building trades (plumbing, painting, electrical, etc) desirable but not mandatory.

OTHER CHARACTERISTICS:

PHYSICAL DEMANDS:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.