

Job Description

POSITION: **Maintenance Custodian –Day turn (Flexible Hours)**

LOCATION: East Palestine High School and Middle School

IMMEDIATE SUPERVISOR: Maintenance Supervisor
Building Principal
Superintendent of Schools

CLASSIFICATION: Custodian

NUMBER OF MONTHS: Twelve (12)

HOURS OF WORK: 2080 hours

PAY RANGE: According to contract pay scale

JOB GOAL: To maintain the building and grounds in a condition of operating excellence at all times.

SPECIFIC DUTIES:

Outside of buildings, snow, grass, etc.
Stadium and rest rooms
Football locker room and weight room plus rest rooms
General maintenance including, but not limited to:
Lights, electrical, plumbing, minor boiler work
Filters uni-vent, chillers, V.A.V. boxes and
Construction, etc.
Preventative maintenance on all equipment

QUALIFICATIONS:

1. The candidate should be a resident of the East Palestine City School District.
2. The candidate should have experience as a custodian or substitute custodian in an institutional, industrial, or office cleaning situation.
3. The candidate should possess organizational skills.
4. The candidate should communicate effectively.

5. The candidate should possess a high school diploma.
6. The candidate should demonstrate aptitude of competence for the assigned responsibilities.
7. The candidate should have the ability to get along with other employees and the public, as verified by an employer.
8. The candidate should have a satisfactory attendance and punctuality record at work, as verified by an employer.
9. The candidate should be able to initiate work and perform without supervision.
10. The candidate should be reliable and responsible for the care of school district property.
11. The candidate should be neat in appearance.

PLEASE NOTE:

Criteria to be used in evaluating employees for the vacancy include:

1. Attendance
2. Work record
3. Educational background
4. Experience

EAST PALESTINE CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Any new employee or any present employee who does not currently hold two positions and/or job classifications agrees that the total number of hours regularly scheduled to be worked shall not exceed eight (8) per workday and/or forty (40) per work week.