



Northern Tier Career Center

JOB TITLE	BUILDING AND GROUDS MAINTENANCE/CUSTODIAN
FLSA	NON-EXEMPT
GROUP	Support Staff
REPORTS TO	Lead Building and Grounds and Executive Director
JOB SUMMARY	Ensure a safe and clean environment conducive to learning for all students, staff and visitors.
ESSENTIAL DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Maintain and monitor the security of the building(s) during assigned shift. 2. Perform daily custodial duties to ensure a safe and clean environment. 3. In the absence of Lead Building and Grounds responsible for the opening and/or closing of the Center. 4. Complete work as assigned and report any deviation from it to the Lead Building and Grounds. 5. Aide in the preparation of a schedule for custodians that organize the daily tasks 6. Prepare and organize a summer schedule with Lead Building and Grounds to ensure the building is ready for opening day. 7. Receive, process and maintain an inventory of all building cleaning supplies. 8. Assist Lead Building and Grounds to perform preventive maintenance and minor repairs. 9. Perform painting in and outside of the buildings as needed. 10. Assist with snow and ice removal. 11. Assist with the selection process and assignment of custodial staff. 12. Provided needed training to custodial staff. 13. Administer personnel policies; and provide evidence for the Director to evaluate custodial staff. 14. Serve as a positive role model for students in all aspects of performance, demonstrating pride in the honorable profession of public education.
MARGINAL DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Make inquiries and/or purchases as directed by Lead Building and Grounds, Business Administrator or Director. 2. Maintain communication with administrators regarding any major issues that need to be addressed. 3. Explore and recommend the implementation of procedures to enhance the efficiency of building operations. 4. Participate in meetings, workshops and conferences as required. 5. Support public education and student achievement. 6. Perform other duties as assigned by the Lead Building and Grounds or Director.
QUALIFICATIONS	<ul style="list-style-type: none"> - High School diploma or equivalent required - Must be able to demonstrate mechanical aptitude - Must possess experience in custodial services and/or maintenance field - Must be able to read and interpret operation and maintenance manuals - Must possess knowledge and understanding of various cleaning chemicals - Must possess employment history of being punctual, dependable and able to work independently - Must possess knowledge of Material Safety Data Sheets (MSDS) process - Must possess excellent math skills - Must possess excellent organizational skills - Must possess a valid driver's license - Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

The Northern Tier Career Center is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI and IX and Section 504. For more information, contact the Title IX and Section 504 Coordinator at 120 Career Center Lane Towanda, PA 18848-8095, (570) 265-8111.

	<ul style="list-style-type: none"> - Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) - Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994 - Submission of Federal Criminal History Record in accordance with Act 114 of 2006
PHYSICAL DEMANDS	<ul style="list-style-type: none"> - Ability to reach above and below the waist. - Ability to use fingers to pick, feel and grasp objects - Ability to perform repetitive motion - Ability to lift/carry supplies weighing 80 lbs. or more - Ability to climb, crouch, stoop, kneel, crawl and reach overhead while standing - Ability to stand or walk for extended periods of the workday
SENSORY ABILITIES	<ul style="list-style-type: none"> - Visual acuity - Auditory acuity
WORK ENVIRONMENT	<ul style="list-style-type: none"> - Subject to inside and outside environmental conditions - Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more)
TEMPERAMENT	<ul style="list-style-type: none"> - Must be cooperative, congenial and service oriented - Must possess excellent interpersonal skills - Must be able to work in an environment with frequent interruptions - Able to make good judgments and work under high levels of stress
COGNITIVE ABILITY	<ul style="list-style-type: none"> - Ability to follow written and verbal directions - Ability to read and write - Ability to communicate effectively - Ability to organize tasks - Ability to handle multiple tasks - Ability to exercise good judgment
SPECIFIC SKILLS	<ul style="list-style-type: none"> - Must possess technology skills - Must possess leadership skills - Must possess supervisory skills - Ability to operate various maintenance equipment and office equipment - Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job)