**TITLE:**

Custodian/Maintenance Worker

**QUALIFICATIONS:**

1. Possess a high school diploma and a valid bus driver’s license
2. Demonstrate aptitude for performing general maintenance projects, cleaning, upkeep and repair
3. Able to take responsibility, follow and give directions and demonstrate aptitude for reading, writing and understanding operational instructions and product labels
4. Good organizational and communication skills
5. Successfully pass the 14-hour asbestos training course
6. Possess basic electrical, mechanical, plumbing and carpentry skills
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:**

Head Custodian / Principal

**JOB GOAL:**

To provide students with a safe, attractive, comfortable, clean and efficient place to learn; to perform and supervise the maintenance of assigned District facilities in an effort to guarantee the above conditions exist

**PERFORMANCE RESPONSIBILITIES:**

Assigned Buildings

1. Opening and Closing
2. Remain on the school premises during school hours and during non-school hours when use of the building has been authorized and attendance is required by the Administration
3. Light and Heat
4. Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity
5. Cleaning
6. Verify that good housekeeping standards are kept in all District buildings
7. Supervise and participate in general cleaning and maintenance of the school buildings as assigned and needed
8. Maintenance and Repairs
9. Supervise and participate in necessary painting and general repairs to plumbing, electrical, carpentry and general mechanical areas
10. Assist general mechanics in remodeling and renovation work
11. Make such minor repairs to buildings as qualified
12. Report promptly to the head District Custodian or Building Principal any major repairs needed
13. Miscellaneous
14. Assume responsibility for the general security of the buildings by maintaining the central key distribution to buildings
15. Perform emergency repairs or cleaning services on all buildings as necessary and needed
16. In the event of a severe storm, check all buildings immediately for damage
17. Schedule preventative maintenance for assigned buildings of the District

Grounds – Premises

1. Generally supervise and maintain school grounds
2. Keep premises, including sidewalks, driveways and play areas neat and clean at all times
3. Assist in snow removal; shovel, plow and/or sand walks, driveways, parking areas and steps as appropriate

Equipment – Supplies – Fuel

1. Keep continuous inventory and security of equipment and custodial supplies for the buildings assigned
2. Requisition from head District Custodian needed replacements of equipment and supplies far enough in advance so that they may be delivered in such time as will not hinder the performance of duties
3. Recommend equipment purchases for the District; approve with his/her signature the payment of monthly bills
4. Maintain on a regular schedule all motors and other mechanical equipment in the buildings requiring scheduled servicing
5. Conduct periodic inspections and tests of all electrical installations in the school buildings to ensure their safe condition.
6. Move furniture or equipment within buildings as required for various activities and as directed by the Principal
7. Practice conservation of equipment, supplies and fuel
8. Boiler maintenance with head District Custodian
9. Clean and maintain all boilers and other major equipment
10. See that boilers are blown down
11. Check valves; see that pop-off valves work
12. Summer care of boilers; flush boiler to remove scaling
13. See that boiler flue, manhole and tubes are open for insurance company boiler inspectors
14. Check boiler on holidays and weekends
15. Display properly boiler inspection certificate

Supervision of Custodial Staff and Buildings

1. Supervise in conjunction with the administration and head District Custodian, custodians in assigned building and recommend the hiring or release of any worker in assigned buildings
2. Plan with, organize, coordinate and communicate with custodial staff the goal of maintaining the buildings, grounds and equipment in a manner that sets an example of cleanliness, efficiency and beauty befitting a school to the community and students
3. Train and inform custodial staff in assigned buildings fire prevention, building maintenance, care of grounds, preventative maintenance and cleaning agents and precautions
4. Supervise in conjunction with the administration the maintenance, cleaning and care of the buildings assigned

Fire Prevention – Safety

1. Assume the responsibility for the general fire safety of the buildings
2. See that fire alarm signals are satisfactory
3. Monitor and check fire extinguishers of the District
4. Notify head District Custodian or building Principal of hazardous conditions for correction

Asbestos

1. Conduct periodic inspections and record six-month asbestos building inspections in conjunction with head District Custodian
2. Maintain building level asbestos book on handling of asbestos materials
3. Work with Superintendent and head District Custodian in monitoring asbestos plan for the District

Transportation

1. Substitute driver for the bus routes as needed
2. Drive shuttle buses and vans between buildings as needed

Miscellaneous

1. Report immediately to the Principal or head District Custodian any damage to the school property
2. Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste
3. Attend workshops or seminars as needed to understand new products and techniques
4. Assist other custodians in making repairs and maintenance projects as needed

All other District-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Twelve months; salary to be determined by the Board of Education

**EVALUATION:**

Performance of this position to be evaluated by the Principals and Head Custodian