



Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038

www.smithton.k12.mo.us Fax: 660-343-5389

David Bray Superintendent 660-343-5316	Andrew Turner Principal PS-6 660-343-5317	Jonathan Petersen Principal 7-12 660-343-5318	Bryan Werner Asst Principal 7-12 660-343-5318	Dawn McNeeley Special Services 660-343-5318	Bryan Werner Athletic Director 660-343-5318
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POSITION: **Head Custodian / Maintenance**

QUALIFICATIONS:

1. High School diploma or equivalent
2. Demonstrate aptitude or competence for assigned responsibility.

REPORTS TO: Superintendent

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place to best encourage, engage and educate students of the Smithton R-VI School District. To perform maintenance work which will help to maintain the school district buildings, grounds and equipment in the best working order possible.

GENERAL RESPONSIBILITIES:

1. Coordinate, manage, train and assist maintenance personnel during day and evening shifts
2. Coordinate manage, train and assist maintenance personnel for events and activities hosted by the District or other organizations upon request
3. Coordinate and manage the cleaning and disinfection of the campus
6. Coordinate, manage, train and assist the removal of snow and ice from all entranceways and parking lots.
8. Demonstrate appropriate safety, handling, storage, and marking techniques of all cleaning and sterilizing chemicals.
11. Assign responsibilities to custodial staff.
12. Supervise custodial staff and report findings to building administrators and the superintendent.
13. Coordinate, manage, train and assist maintenance of campus grounds including mowing, trimming, removing debris, cleaning out-buildings and maintaining the health of all wanted plants
14. Perform minor carpentry as needed.
15. Repair lighting fixtures, electrical apparatus, wiring and similar electrical elements in all district owned facilities.

Encourage



Engage



Educate

16. Repair pipes, drains, and plumbing fixtures in all district owned facilities.
17. Perform maintenance of and repairs to waste disposal systems, HVAC systems, fire alarm systems, data systems and similar related installations.
18. Maintain and repair kitchen equipment.
20. Implement EPA standards relative to environmental waste.
21. Advise the superintendent of any potentially hazardous situation in or on district owned property immediately.
22. Work with the District Activities Director to prepare athletic fields for school approved activities.
23. Obtain necessary supplies as needed and maintain courteous relationships with vendors.
24. Assist the superintendent in the annual ordering of all cleaning and maintenance supplies and in general facilities planning.
25. Maintain a current inventory of supplies and maintenance equipment owned by the district.
26. Cooperate with the building principals in daily cleaning and maintenance of the school buildings.
27. Perform other appropriate duties as assigned.

TERMS OF EMPLOYMENT: Twelve months, commencing July 1 and ending June 30. An eight-hour workday and 40 hour work week. Two weeks vacation as arranged with the superintendent. Non-work days to be identified by the superintendent annually. Salary to be determined annually by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually in accordance with Board Policy of classified personnel.

