

# Muskingum Valley ESC

## Custodial/Maintenance Personnel

### REQUISITION

#### Job Details

*Position/ID*

*Title*

*Description*

#### **Custodial/Maintenance Personnel**

**Reports to:** Superintendent

**Employment Status:** As assigned on board-approved contract

**FLSA Status:** Non-Exempt

#### **QUALIFICATIONS:**

1. High School Diploma or GED
2. Related experience
3. Successful completion of BCI/FBI background checks
4. Skills the Superintendent or Governing Board may find appropriate

#### **POSITION DESCRIPTION:**

Responsible for the cleanliness of assigned buildings and grounds, organize and coordinate daily work schedules and ensure assigned duties are performed; mow lawns; remove snow and ice from walks and steps; operate heating and cooling systems or reports concerns to building administrator; responsible for overall maintenance of buildings and grounds

**ESSENTIAL FUNCTIONS:** (The below list is not ranked in order of importance.)

1. Ensure safety of students, taking all necessary and reasonable precautions to protect students, equipment, materials and facilities
2. Operate the heating system/cooling system (or reports concerns to building administrator)
3. Maintain an accurate inventory of all custodial equipment, materials and supplies
4. Request needed equipment, materials and supplies
5. Shovel and move snow from grounds
6. Mow lawns
7. Maintain a clean and safe maintenance room
8. Sweep, vacuum, mop and wax floors
9. Empty and clean waste receptacles and trash cans
10. Refill soap dispensers, paper towel dispensers and bathroom tissue in all school building restrooms
11. Remove cobwebs, clean windows
12. Secure building at night
13. Promote good safety practices and procedures
14. Make contacts with the public with tact and diplomacy
15. Interact in a positive manner with staff, students and parents
16. Promote good public relations by personal appearance, attitude and conversation
17. Plan, assign and supervise the work of other employees engaged in cleaning and performing maintenance tasks with the facility
18. Give specific oral and written instructions for assignments
19. Maintain records and complete reports
20. Organize, direct and participate in custodial and routine maintenance of buildings
21. Responsible for the proper cleanliness and upkeep of facilities
22. Order supplies
23. Respond to routine questions and requests in an appropriate manner
24. Follow all Governing Board procedures
25. Perform all other duties as assigned by the Superintendent
26. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment at the Center.
27. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings

28. Help instill in students the belief in and practice of ethical principles and democratic values

**ADDITIONAL WORKING CONDITIONS:**

1. Frequent operation of vehicle in inclement weather conditions
2. Occasional interaction among unruly children
3. Frequent requirement to lift, carry, push and pull various supplies and materials up to a maximum of 50 pounds, e.g., unloading trucks, carrying copy paper, pushing trash cart, salt, buckets
4. Frequent climbing of ladders and stairs
5. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
6. Occasional requirement to walk in excess of 2-3 miles per day
7. Frequent repetitive hand motion, e.g., waxing, mopping, sweeping, washing
8. Frequent exposure to loud noises, e.g., power tools, vacuum cleaner
9. Occasional requirement to work overtime

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of heating and cooling systems (or reports concerns to building administrator)
2. Knowledge of appropriate safety procedures
3. Ability to communicate ideas and directives clearly and effectively both orally and in writing
4. Knowledge of the care of materials, methods and practices essential to proper cleaning of a facility
5. Knowledge of the care of sweepers, vacuum cleaners, wax machines, cleaning fluids and other cleaning materials and equipment
6. Ability to work independently
7. Ability to train employees

**EQUIPMENT OPERATED:**

1. Various hand tools
2. Vacuum cleaner
3. Wet/dry vacuum
4. Floor waxing machine
5. Ladder
6. Lawn care equipment
7. Snow blower
8. Floor stripping machine
9. Handcarts
10. Propane buffing machine

**TERMS OF EMPLOYMENT:**

Dates of the work period will be stated in the employment contract

**PERFORMANCE EVALUATION:**

The Custodian/Maintenance Personnel will be evaluated by the Superintendent or his or her designee in accordance with the procedures identified by law and including the standards established by the organization. The employee will be given a copy of the evaluation instrument and standards in advance and he or she will be expected to conduct a self-evaluation and establish a minimum of one goal annually to advance knowledge, skill and/or ability in a job related area.

The Muskingum Valley ESC Governing Board is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, or disability. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. The incumbent will be required to follow the instructions and perform the duties required by the Service Center. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

Shift Type

Salary Code

Per Hour