

NORTHWEST TECHNOLOGY CENTER
JOB DESCRIPTION
Revised 5/2020

JOB TITLE: Custodian/Building & Grounds Maintenance – Alva & Fairview

JOB SUMMARY: Perform custodial duties under general supervision of Maintenance Director; Maintain school premises to provide students and school employees with a safe, attractive, comfortable, and clean place to work, learn and develop. Assist with general operational needs of the district to include but not limited to student transportation, assemblies, marketing, and recruitment.

QUALIFICATIONS:

Education: High School Diploma/GED Required

Experience: Evidence of successful work experience related to custodial building & grounds maintenance.

Certification: Valid Driver's License Required. Training/Certification in job related areas preferred.

Dependability: Regular attendance following a designated work schedule.

Skills Required:

- Communication skills, including oral and written; Ability to understand and respond to job instructions and to exchange information.
- Mathematical skills including ability to perform basic addition, subtraction, multiplication, and division.
- Reading and interpreting skills used to read and interpret routine written or printed materials such as chemical labels, basic charts, diagrams, or instructional material for curriculum.
- Competent skills required for the use and operation of equipment and tools including but not limited to buffers, shampooers, mowers, trimmers, and various hand tools.
- Knowledge and ability to effectively maintain floor surfaces in the facility including but not limited to ceramic, vinyl tile, concrete, and carpet.

Physical Requirements:

Job requires:

- Frequent standing/walking, bending, or stooping; frequent squatting or crouching; occasional crawling or kneeling; occasional climbing (including 6-foot ladder); frequent reaching above the shoulder; continuous pushing or pulling.
- Occasional carrying/lifting of up to 75 pounds and frequent lifting of up to 35 pounds to move furniture/tables, equipment, and supplies.
- Employee to use both feet for repetitive movements as in operating foot controls and to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess:

- Hearing/speaking ability to communicate with fellow workers and the students/public.
- Manual dexterity/visual ability to operate custodial equipment and be able to identify areas to clean, mop, etc.

Job may require:

- using a step ladder; working outdoors in varying temperatures and weather conditions; operating motorized equipment and exposure to toxic chemicals, dust, fumes, etc.

Mental/Emotional Requirements:

The employee must have the mental ability to understand and follow instructions and avoid safety hazards. The employee must be able to work alone following standardized practices and procedures. Moderate emotional effort entailed. Must deal with students, teachers and school patrons and remain calm. Some stress may be encountered. Daily routine activities; frequent deadlines requiring flexibility and concentrated effort. Frequently requires working on a variety of issues and problems at the same time.

ESSENTIAL JOB FUNCTIONS:

1. Open, secure and lock the school as necessary.
2. Clean assigned school facilities daily and as necessary (e.g., classrooms, offices, multipurpose rooms, break rooms, windows, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment. Sweep, vacuum, dust, wash, mop, and wax facilities as necessary.
3. Clean and replenish supplies in restrooms daily and as necessary.
4. Empty trash and wastebaskets in and around facilities.
5. Drive school vehicles to include transporting students, maintenance of vehicles, and transporting material and items between campuses.
6. Make repairs to facilities as directed (e.g., painting, minor plumbing, etc.) and report and/or secure additional maintenance and repair needed to the Director of Maintenance by licensed specialists.
7. Arrange furnishings and equipment for the purpose of providing adequate preparations for meetings, class activities and special events.
8. Perform related custodial duties as assigned or deemed necessary to maintain the facility.
9. Perform outside custodial duties as needed, including mowing, trimming, landscaping, litter control, snow removal, or other tasks needed to maintain an attractive facility.
10. Attend in-service training (e.g., blood-borne pathogens, cleaning solvents, floor care, first aid, maintenance training, etc.) for the purpose of receiving information on new and/or improved procedures.
11. Assist Maintenance Director with obtaining price quotes, entering requisitions, and placing orders as needed.
12. Assist with inventory.
13. Follow safe work practice for every job function.

OTHER JOB FUNCTIONS:

1. Maintain a line of communication and work cooperatively with instructors, administration, staff, and students.
2. Develop and maintain a line of communication with patrons, business and industry, economic development organizations and other educational institutions for the purpose of fulfilling the stated beliefs, mission, and vision of Northwest Technology Center.
3. Perform other tasks and assume duties that may be required and/or assigned by administration.

RESPONSIBLE TO: Maintenance Director

PERSONNEL

CLASSIFICATION: Support
FLSA – Non-Exempt