

NORTHWEST TECHNOLOGY CENTER
JOB DESCRIPTION
Revised 5/2020

JOB TITLE: Custodian/Building & Grounds Maintenance Afternoon/Evening Shift– 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.
- Job requires occasional carrying/lifting of up to 75 pounds and frequent lifting of up to 35 pounds to move furniture/tables, equipment and supplies.
- Job requires the 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.

- Employee must possess 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

Effort: 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. Work schedule will be afternoon/evening, except when required to attend staff meeting or in-services that are earlier in the day.
3. 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.
4. Clean and replenish supplies in restrooms daily and as necessary.
5. Empty trash and wastebaskets in and around facilities.
6. Drive school vehicles to include transporting students, maintenance of vehicles, and transporting material and items between campuses.
7. 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.
8. Arrange furnishings and equipment for the purpose of providing adequate preparations for meetings, class activities and special events.
9. Perform related custodial duties as assigned or deemed necessary to maintain the facility.
10. Perform outside custodial duties as needed, including mowing, trimming, landscaping, litter control, snow removal, or other tasks needed to maintain an attractive facility.
11. 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.
12. Assist Maintenance Director with obtaining price quotes, entering requisitions and placing orders as needed.
13. Assist with inventory.
14. 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