

**Lakewood School
Twin Lakes School District #4**

Job Title: Maintenance Custodian
Department: Custodial/Maintenance
Reports to: Head Custodian
Supervises: Second Shift Custodial Staff

Position Summary: It is the objective of the maintenance staff to provide a clean, orderly, and well-maintained environment in which the students can learn, participate in extra-curricular activities, and develop as responsible members of our society.

Qualifications:

LANGUAGE SKILLS

1. Ability to read, comprehend and communicate instructions, chemical labels, short correspondence and memos.
2. Act as representative of the school district and deal politely and tactfully with the public, community groups, students, parents, and other employees.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
2. Ability to compute rate, ratios and percents.

OTHER SKILLS AND ABILITIES

1. Ability to work effectively, collaboratively and positively with co-workers, District staff, students, public and administration.
2. Ability to plan, organize and direct work to be performed, as well as materials, to be used for the tasks assigned.
3. Ability to use good judgment and solve problems sometimes in emergencies or within tight deadlines.
4. Ability to follow directions, and learn, follows, and transmits all safety standards and procedures.
5. Ability to follow and enforce all rules governing conduct in the workplace
6. Reacts productively to interruptions and changing conditions
7. Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.
8. Ability to work extend and/or flexible hours.
9. Must have, or be willing to pursue, first aid / CPR certification.

WORK ENVIROMENT

1. Exposure to toxic or caustic chemicals.
2. Frequently works in high, precarious places and in outside weather conditions.
3. Occasionally exposed to wet, extreme cold, heat, humidity and dust.

PHYSICAL DEMANDS

1. Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing
2. Exposure to adverse weather conditions and temperatures extremes
3. Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors. Exposure to wet and / or slippery surfaces
4. Exposure to blood-borne pathogens and communicable diseases
5. Interactions with aggressive, disruptive, and/or unruly individuals

**Lakewood School
Twin Lakes School District #4**

6. Lifting, carrying, and moving work-related supplies/equipment
7. Operating and/or riding in a vehicle
8. Performing tasks that require a strenuous physical exertion
9. Traveling to meetings and work assignments
10. Working at various heights, in confined spaces, and/or in variable/diminished lighting
11. Working in proximity to moving mechanical parts
12. Employee must regularly lift and/or move up to 100 pounds and frequently assist in lifting and/or moving more than 200 pounds.

Performance Responsibilities;

1. Performs maintenance duties. Installs equipment. Repairs structures, windows, doors, equipment, and furnishings. Takes the initiative to perform routine tasks independently.
2. Keeps the maintenance supervisor informed about ongoing activities and emerging issues
3. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
4. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff
5. Helps the maintenance supervisor develop short / long-range program recommendations.
6. Shares knowledge about advances in operational procedures and equipment technology
7. Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
8. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
9. Performs repairs that do not disrupt the routine work schedule. Avoids disrupting building activities except during emergencies. Consults with the maintenance supervisor to schedule major repairs and ensures compliance with building codes and ADA accessibility standards.
10. Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
11. Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.
12. Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.)
13. Maintains playground areas and equipment as directed
14. Assists with snow removal operations as directed
15. Performs routine preventative maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.)
16. Documents all injuries that require medical attention
17. Prepares and submits reports, records, and inventories as directed
18. Picks-up and delivers equipment, materials, and other supplies as directed
19. Checks daily schedule and coordinates preparation and clean-up activities for building events
20. Assists other staff as needed to deal with time constraints and unexpected or urgent situations
21. Performs custodial or clean-up duties during maintenance assignments/projects slow downs
22. Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.) Maintains orderly work areas
23. Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress
24. Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. NOTE: Second shift must secure work area/building before leaving (e.g., lock doors/windows, etc.) Responds to emergencies as needed.
25. Helps manage district security. Assists rental groups as directed.
26. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns

**Lakewood School
Twin Lakes School District #4**

27. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors
28. Respects personal privacy. Maintains the confidentiality of privileged information.
29. Participates in staff meetings and professional growth opportunities as directed
30. Strives to develop rapport and serves as a positive role model for others
31. Maintains a professional appearance. Wears work attire appropriate for the position
32. Performs other specific job-related duties as directed
33. Assumes responsibility as the Head Custodian when the Head Custodian is not available

The responsibilities listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. The individuals currently holding this position perform additional duties, and additional duties may be assigned. This job description does not create an employment contract between the District and the employee and is subject to change by the District as the need of the District and the School change over time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Students: All adults in the school building have a responsibility for supervision of students. Custodial employees will be expected to report the names of any student disobeying school rules or vandalizing school property to the Head Custodian.

Wages, Hours and Working Conditions: Custodial wages, hours and working conditions will be determined through collective bargaining with the School Board. The terms of the current collection bargaining agreement will be followed at all times.

Evaluations: The Head Custodian will evaluate each maintenance custodian on their job performance at least once a year.