

Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

Posting Reference #19-789
ATTENTION: ALL PERSONNEL
NOTICE OF VACANCY

- POSITION:** Summer Custodians – Contracted Positions
- LOCATION:** Countywide as assigned by the Director of Facilities
- NUMBER TO BE EMPLOYED:** A maximum of six (6) summer custodians will be employed. A supplemental posting may be required to complete the scope of the work to be completed.
- ORDER OF CONSIDERATION:** See the attached *Order of Consideration*
- POSTING DATE:** April 16, 2024
- DEADLINE FOR APPLICATION:** April 22, 2024 at 3:00 p.m.
- QUALIFICATIONS:**
1. Service Personnel with prior seniority as a summer custodian in Tyler County will be given first priority, then;
 2. Current full-time service employees of Tyler County Schools;
 3. Current substitute employees classified as substitute custodians; then,
 4. Current substitute service personnel in other service personnel classifications, then;
 5. Professional candidates and candidates not currently employed by Tyler County Schools under particular conditions and circumstances.
 6. **All candidates must pass the Custodian’s competency test prior to being employed in these positions.**

Continued on the next page.

- RESPONSIBILITIES:**
1. Perform the duties of custodian per the attached job description.
 2. Perform work as directed by the Director of Facilities and the building principal(s).

TERMS OF EMPLOYMENT: Beginning June 3, 2024 and ending no later than June 28, 2024. Custodians will not work June 19 or June 20 2024, **June 19 and 20, 2024 are excluded from this contract as unpaid days off.** Work days will be Monday – Friday with hours as mutually agreed among the Director of Facilities, Clerk of The Works and the building principal, and recorded on the employee’s time sheet.

Summer custodian who sign a contract to work in the summer will be expected to work during the dates specified in the contract.

Summer Custodians may use earned accumulated leave (with or without cause leave, i.e. sick or personal leave) during the dates specified in the contract. Days when earned leave is used will count as a day worked for summer seniority purposes and qualify for payment as a day worked.

Summer Custodians may not use earned leave to work in any other paid capacity for the school system when under contract as a Summer Custodian.

COMPENSATION: Daily rate of pay will be based on the Classified Service Personnel salary schedule daily rate for each day worked under the contract, June 3 – June 28, 2024.

PROCEDURES FOR APPLICATION:

Directions to apply through our district website:

1. Go to <http://www.tylercountypublicschools.com>
2. Go to Employment
3. Click Application Documents
4. Complete the Universal Application, Bid Form, Reference Forms, and Disclosure Information

Tyler County Employees must complete the Bid Form only

All applicants must:

- 1.) Complete a Service Personnel Position Bid Form that must be received prior to the deadline for application. Bid forms are available at each school, at the board of education office, and online at www.tylercountypublicschools.com. Bid forms should be mailed, hand-delivered, or e-mailed to:

Tricia Feldmeier, Director of Human Resources
Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149
e-mail: patricia.feldmeier@k12.wv.us

- 2.) Applications from individuals who are not currently employed by the Board of Education will only be considered if an insufficient number of qualified current employees submit a bid for employment as a Summer Painter.

EQUAL EMPLOYMENT OPPORTUNITY:

Equal employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or handicapping conditions and no discrimination based upon such factors will be made in the salary, demotion, transfer, or termination of any employee.

Continued on the next page.

Job Description

SUMMER CUSTODIAN

SCHOOL CUSTODIAN

Primary Duties and Tasks Performed

GENERAL DUTIES:

1. Dust, clean, and polish fixtures, woodwork, and equipment.
2. Wash windows and clean blinds.
3. Clean restrooms and replenish supplies.
4. Sweep, mop, wax, and polish floors, stairs, corridors, and courts using brooms, mops, and buffers.
5. Clean rugs and carpets with vacuum cleaner.
6. Wash and disinfect lunch tabletops daily
7. Dispose of trash and waste materials.
8. Clean doors, door facings, and walls with disinfectant.
9. Assist in moving equipment.
10. Check and replace light bulbs.
11. Sweep the sidewalks around buildings.
12. Shelve and store supplies.
13. Cut and trim grass and shrubbery during season.

Perform other job-related work as assigned by the building principal.

DUTY A: Maintaining Heating and Cooling System

- TASKS:**
1. Adjust Thermostat
 2. Check steam pressure level
 3. Dust heating/cooling system in rooms

DUTY B: Performing Supportive Duties

- TASKS:**
1. Assign work to others if designated by supervisor
 2. Communicate by telephone (work related)
 3. Demonstrate to new employees how to use equipment and materials
 4. Display Flag (State and Country)
 5. Fly Flag at half-staff as directed
 6. Inventory supplies
 7. Report safety hazards on campus
 8. List repairs needed
 9. Store equipment
 10. Write notes and memos as needed
 11. Order supplies
 12. Cut grass and trim grass and shrubbery as directed by the principal during season

DUTY C: Cleaning Surfaces

- TASKS:**
1. Clean manufactured surfaces
 2. Clean painted surfaces
 3. Clean porcelain surfaces
 4. Clean wood surfaces
 5. Dust walls and ceilings
 6. Remove cobwebs
 7. Wash walls

DUTY D: Performing Minor Repairs and Maintaining Equipment

- TASKS:**
1. Clean buffing machine
 2. Clean wet/dry vacuum
 3. Empty and clean carpet vacuum
 4. Replace fluorescent bulbs/tubes and incandescent bulbs
 5. Spot paint (graffiti)
 6. Tighten loose furniture components
 7. Treat dust mops and dust cloths
 8. Unclog drains

DUTY E: Cleaning Uncarpeted Floors

- TASKS:
1. Apply floor sealer
 2. Apply floor wax
 3. Burnish wax with buffer
 4. Clean tile floors
 5. Clean baseboard molding
 6. Damp mop uncarpeted floors
 7. Dust mop uncarpeted floors
 8. Buff high-gloss floor surfaces
 9. Remove gum from floor by hand scraper
 10. Remove marks from floor using buffer
 11. Remove water from floor using wet/dry vacuum
 12. Scrub floors by hand
 13. Scrub floors by using buffer
 14. Strip floor wax using scrubbing machine
 15. Sweep uncarpeted floors
 16. Vacuum carpeted surfaces
 17. Spray-buff terrazzo floors
 18. Wet mop uncarpeted floors

DUTY F: Servicing Carpeted Areas

- TASKS:
1. Remove gum from carpet
 2. Pre-treat spots and clean carpet
 3. Sweep carpet by hand
 4. Vacuum carpet

DUTY G: Mowing and trimming grass and trimming shrubbery

- TASKS:
1. Perform routine maintenance on power lawn tools
 2. Cut and trim grass and weeds on the campus of Tyler Consolidated Schools including athletic fields.
 3. Prune shrubbery to improve appearance and growth potential
 4. Remove clippings from parking areas, sidewalks, and stairs
 5. Clean equipment after each use.

Evaluation

Evaluation will be completed as necessary by the Director of Facilities, or the building principal, or both.

ORDER OF CONSIDERATION

Special Summer Seniority Note:

“An employee who was employed in any service personnel job or position during the previous summer shall have the option of retaining the job or position if the job or position exists during any succeeding summer.”

Source: West Virginia Code 18-5-39

According to WV Code §18A-4-8b, amended and passed by the Legislature on April 11, 2009, effective on July 10, 2009, any job openings for school service personnel shall be filled based on seniority, qualifications, and evaluations of past service in the following order:

1. Regularly employed service personnel who hold a classification title within the classification category of the vacancy;
2. Service personnel on the preferred recall list who have held a classification title within the classification category of the vacancy;
3. Regularly employed service personnel who do **not** hold a classification title within the classification category of the vacancy;
4. Service personnel on the preferred recall list who have **not** held a classification title within the same classification category as the vacancy;
5. Substitute service personnel who hold a classification title within the same classification category as the vacancy;
6. Substitute service personnel who do **not** hold a classification title within the same classification category as the vacancy; and
7. New service personnel.

WV Code §18-A-4-8b = Qualifications shall mean that the applicant holds a classification title in his or her category of employment and must be given first opportunity for promotion and filling vacancies.

* Employees placed upon preferred recall list as a result of a Reduction in Force (RIF) shall be recalled to any position opening by the County Board within classification(s) where they had previously been employed, or to any lateral position for which the employee is qualified or to a lateral area for which an employee has certification and / or licensure.

WV Code §18A-4-8g = Service personnel who are employed in a classification category at the time when a vacancy is posted in the same classification category of employment shall be given first opportunity to fill such vacancy. *Seniority acquired within different classification categories shall be calculated separately, that when a school service employee makes application for a position outside of the classification currently held, if the vacancy is not filled by an applicant within the classification category of the vacancy, the applicant shall combine all regular employment seniority acquired for the purpose of bidding on the position.*

DISCRIMINATION PROHIBITED: The Tyler County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age, and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Tricia Feldmeier, Title IX Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145; or to Melinda Walton, Section 504 Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145, or to the U.S. Department of Education's Director of the Office for Civil Rights, telephone 215-596-6795.