

COLTON SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: CUSTODIAN 4 / MAINTENANCE LEAD
REPORTS TO: Executive Director of Operations/Administrator
FLSA Status: Non-Exempt

JOB SUMMARY

The Custodian 4 position will have general oversight responsibilities of the maintenance and custodial functions of the district while focusing on maintenance and repairs of boilers, HVAC, plumbing, lighting systems, lawn, irrigation, and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks depending on their assignment. Other duties may be assigned.

1. Follows and maintains knowledge of District policy(ies) and procedures.
2. Attends work regularly and on time.
3. Use of district vehicles and equipment to maintain buildings and grounds.
4. Responsible for establishing maintenance schedules for boilers, HVAC, plumbing, lighting systems, lawn and grounds equipment, and district maintenance vehicles, including trucks and tractors.
5. Perform basic inspections, maintenance, and repairs on boilers, HVAC, plumbing, lighting systems, lawn, and grounds.
6. Responsible for performing or arranging for safety inspections annually on buildings, roofs, maintenance equipment, and preparing reports as required.
7. Integrated Pest Management plan and coordination.
8. Responsible for proper custodial procedures for the use of manually operated tools, electrically powered machines, cleaning solutions, compounds, and chemicals.
9. Oversight responsibilities for the cleanliness and sanitation of buildings and grounds.
10. Performs basic custodial functions, maintaining the cleanliness and sanitation of buildings, offices, classrooms, furnishings, floors, equipment, grounds, as well as building entrances, walkways, playgrounds, and fields.
11. Responsible for assisting with training for all custodial staff.
12. Responsible for knowledge of regulations/laws for OSHA and other safety requirements
13. Responsible for managing master inventory control processes, ordering custodial and maintenance supplies, invoicing, and creating purchase orders.
14. Be available to respond to district maintenance and facility emergencies.
15. Availability for answering security alarm calls.
16. Maintains appropriate certifications and training hours as required.
17. Participates in the District Safety Committee as the Safety Officer for the District.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service training
2. Assists with Fire, Earthquake, and Emergency drills.
3. Oversees the maintenance and custodial work requests for appropriateness and completion.
4. Reports issues to authorities as necessary, animal control, suspicious activity, etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED), a minimum of four years' experience in custodial and maintenance services, at least two years' experience servicing boilers, HVAC, plumbing, lighting systems, experience operating and maintaining trucks, tractors, mowers, power tools, chainsaws, sprayers, and other light industrial equipment. Knowledge of the application, storage, and safe use of chemicals and pesticides, familiar with the handling of hazardous materials, and safety requirements for working around asbestos and electrical equipment, knowledge of irrigation systems and repairs, knowledge of security systems and repairs, ability to work using ladders, scaffolding, mechanical lifts, and district vehicles.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and volume.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students and staff. Ability to safely operate a variety of custodial/maintenance equipment. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registration:** Valid driver's license, forklift license. Limited Maintenance Industrial/Electrical License (preferred or obtain within agreed-upon time), Public Pesticide Applicator License (preferred or obtain within one year), and other certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, bloodborne pathogen training, and blood spill training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee regularly climbs stairs or ladders. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to demonstrate strength and dexterity to operate custodial/maintenance tools and machinery and the ability to climb ladders, stretch and bend to perform cleaning, repairs, painting, cleaning roofs, gutters and drains.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but occasionally high, depending upon the student population and activities. The employee may be exposed to a variety of conditions, including: wet or humid, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals and fumes, outdoor weather conditions, risk of electrical shock and vibration. The employee may be exposed to bodily fluids and bloodborne pathogens.

OTHER

***Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.*

I have read and understand this job description.

Signature: **Date:**

