Custodian/Maintenance

Minimum Qualifications

- High school diploma or equivalent.
- Valid Driver's License and reliable transportation.
- Must be able to pass a criminal background check**.**
- General maintenance knowledge required
- Methods, practices, equipment and materials used and the ability to perform skilled work in various building and construction trades including plumbing, carpentry, painting, electrical, concrete, mechanical repair and HVAC systems.
- Building construction practices, laws and safety rules related to the construction and repair of public-school buildings.
- Methods and practices followed in the maintenance and repair of tools, machinery and equipment.

Reports to: Operations and Maintenance Director
Duties and Responsibilities:

- Open and secure building(s) as required.
- Clean the school/building as required each day under the direction of the Operations and Maintenance Director.
- Clean and remove trash from halls, classrooms, restrooms, gym, shower rooms, locker rooms, cafeteria lunchroom, offices, staff lounges, auditoriums, courtyards, school/building grounds, parking lots, strip, mop, and wax floors, clean walls, doors, and windows.
- Keep a neat and clean personal appearance.
- Respond to emergency situations when required (broken plumbing, damaged playground equipment, roof leaks) for the purpose of resolving immediate safety concerns.
- Relocate or arrange classroom and building furniture as directed by the Operations and Maintenance Director.
- Unload and deliver supplies and materials to designated areas within the building, including classrooms, as directed by the Building Administrator, teachers, or other staff members.
- Maintain regular and punctual attendance, including arriving on time and completing the full scheduled work shift.
- Maintain good quality of work performance while demonstrating economic use of supplies and proper care of tools and equipment
- Demonstrate safety precautions in job execution in order to minimize on-the-job accidents and follow proper safety procedures
- Comply with Code of Ethics, administrative directives, board policies, state and federal statutes and rules and regulations
- Communicate and display courteous and professional behavior toward students, the public, the Building Principal, School and District Administrators, staff and peers.
- Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable state and federal statutes

- Evenings and weekend work may be required
- Perform such other tasks as may be assigned
- Inspect playground equipment, roof drainage, vehicles, etc. for the purpose of maintaining a preventive maintenance program.
- Repairs electrical system, HVAC, plumbing, carpentry, welding, locks, etc. for the purpose of maintaining facilities in a safe and working condition.
- Assists in various preventive maintenance such as, but not limited to: HVAC, compressors, plumbing, electrical, installations, welding, carpentry, cafeteria needs, grounds, etc.
- Assists in the repair and maintenance of compressors, pumps, tubing, relays, switches, valves, fans, motors, gaskets, filters and belts.
- Assists in making pipe connections and electrical repairs.
- Assists in lubrication, adjustment and installation of various electronic and pneumatic switches, gauges, valves, thermostats, etc.
- Repairs, installs and maintains electrical equipment, motors, lighting circuits and other types of electric lighting and power equipment.
- Performs general plumbing repairs including installation and repair of fixtures, faucets, fountains, valves, toilets and disposals, and makes emergency repairs and adjustments to plumbing equipment and apparatus in District buildings.
- Performs gardening duties such as planting, watering, trimming and weeding as assigned.
- Filling in for custodians as needed.
- Performs other related duties as required.