

**Colton School District
Job Description**

Job Title: TEMP – Custodial/ Grounds/Landscaping
Reports To: Director of Operations
FLSA Status: NON-EXEMPT

JOB SUMMARY

To assist in overseeing the school grounds to ensure their cleanliness, safety, and maintenance, and provide a positive learning environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential 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. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Attends work regularly and on time.
3. Participates in training, safety, use of hazardous materials, use of equipment and custodial methodology, etc.
4. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers.
5. Ability to understand and follow oral and written instructions.
6. Ability to maintain confidentiality.
7. Ability to perform grounds maintenance work (mowing, trimming shrubs, etc.) in the immediate area around school buildings.
8. Ability to use grounds equipment, mower, trimmer, blower, edger, hand tools.
9. Ability to use cleaning materials and equipment with skill, efficiency, and safety while cleaning school facilities.
10. Perform physical requirements, which may include:
 - a. Moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs. and occasional lifting up to 100 lbs.
 - b. Frequent and prolonged standing, walking, bending.
 - c. Exposure to conditions where heating, cooling, and ventilation may be inadequate at times.
 - d. Ability to operate lawn mowers, trimmers, and other equipment.
 - e. Ability to climb ladders, stretch and bend to perform cleaning, repairs, painting, cleaning roof, gutters and drains.
11. Ensure work is completed on time, is in accordance with instructions and meets district standards.

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. Attends staff meetings.
3. Assists in maintaining an inventory of supplies and equipment.
4. Assists custodial departments, as necessary.
5. Fills out appropriate log(s), forms and paperwork, as required.
6. 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) or a thorough working knowledge of grounds work and the use of grounds equipment equivalent to that gained in at least one year of experience or combination of education and experience. Previous experience working in a grounds position preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multitask and work with staff, students and parents.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations, including staff, administrators, directors, and community members. Ability to read and interpret documents such as financial reports, legal documents, business periodicals, professional journals, procedure manuals, governmental regulations, safety rules, and service contracts. Ability to write routine reports, procedure manuals, and correspondence. Ability to respond to common inquiries and/or complaints from staff, community members, regulatory agencies, and the business community.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **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 staff, students, parents, vendors and community. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registration:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License, and bloodborne pathogen 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 sit, climb or balance, and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds. 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 maintenance tools and machinery.

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 work environment is a standard school/school grounds setting. The noise level in the work environment is usually moderate, but occasionally high depending upon the student population, activities, and equipment used. The employee is exposed to a variety of conditions including a wet or humid environment, and outdoor weather conditions, extreme heat (non-weather), work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, fumes and airborne particles, and risk of electrical shock and vibration. Employee may be exposed to 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:
