

Arlington Public Schools
Job Description

JOB TITLE: Custodial/Grounds/Maintenance

CLASSIFICATION:	Classified
LOCATION:	District
REPORTS TO:	Director of Support Services
HOURS:	As needed
SALARY:	Per PSE Schedule A

SUMMARY: Under the supervision and direction of the Director of Support Services and building principals, Custodial/Ground/Maintenance will perform duties to keep the district facilities well maintained and provide for a comfortable, clean and orderly environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Please refer to the "Custodial", "Grounds", and "Maintenance" job descriptions for a complete list of duties.

- Perform cleaning and maintenance of District grounds, including pressure washing, picking up trash, cleaning sidewalks and entry ways; maintain parking lot areas, and keep drains free from debris and sediment
- Prepare fields for sports competitions, including lining fields and maintaining dugouts and mounds
- Assist in the maintenance, operation, and repair of electrical, mechanical and structural systems of all district facilities
- Assist in the fabrication of equipment and materials constructed in accordance with project requirements
- Perform duties related to carpentry, masonry, painting, plastering, plumbing, mechanical or electrical work.
- Scrape and paint both inside and outside; finish new walls by taping, priming and/or painting
- Replace broken glass
- Report misuse or abuse of facilities and equipment to Director of Support Services
- Clean and sanitize toilets, sinks, shower rooms and fixtures, and refill all dispensers in building
- Operate a variety of mowers and related turf equipment in caring for grounds and perform minor equipment maintenance
- Water, weed, prune and trim, apply fertilizers and pesticides; irrigate turf as necessary
- Use power equipment and hand tools (i.e., broom, mop, squeegee, buffer, polisher, carpet machine, power sprayer, and vacuum) required in the deep cleaning and general maintenance of building, including ceiling, floors, walls, carpets, and furniture
- Set up and move furniture required for special events; move furniture, equipment, supplies, and tools as required
- Notify management concerning need for major repairs or additions to lighting, heating, and ventilating equipment
- Punctual and regular attendance
- Establish and maintain positive working relations with staff, students and public
- Other duties may be assigned by the Director of Support Services to accommodate the efficient operation of the department

QUALIFICATION REQUIREMENTS: *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:

Minimum requirement is high school diploma or equivalent
Two years successful employment experience in related position

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license
CPR/First Aid card
Class B CDL license required; Class A preferred

SKILLS AND ABILITIES:

- Knowledge of equipment, materials and tools associated with operating light equipment and tools for routine building and grounds maintenance
- Perform strenuous physical labor in all kinds of weather
- Ability to read, understand and follow safety rules and regulations
- Ability to operate power tools and hand tools
- Ability to establish and maintain effective working relationships with students and staff
- Ability to take initiative and to communicate proactively
- Knowledge of painting and wood preservation methods

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with administration, staff and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 walk; stand; use the hands to handle, finger, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch, and bend or twist at the neck and trunk more than the average person. The employee continuously uses hand strength to grasp tools and frequently climb ladders. The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, pails, and unloading trucks, and occasionally lift and/or move up to 90 pounds such as furniture. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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 employee regularly works both indoors and outdoors. The employee may work with or near moving mechanical equipment, and will work with painting and cleaning products such as stripping solutions, disinfectants, degreasers and some aerosol sprays. While performing the duties of this job, the employee occasionally will walk on slippery surfaces. The noise level in the work environment is usually moderate. The employee must be able to meet deadlines with time constraints and interact with other employees, students, and the public.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

June 2018