

Becker Public Schools, ISD #726
POSITION DESCRIPTION

Position Title: Custodian

Department/Location: Maintenance

Report's To: Director of Buildings and Ground

Date: February 14, 2008

Reviewed: Chuck Stanger
(Immediate Supervisor)

Approval: Steven Dooley
(Superintendent)

I. POSITION PURPOSE SUMMARY: Engage in the daily cleaning and maintenance of a building. Ensure that established standards of cleanliness are maintained. Under the direction of the Director of Buildings and Grounds and guidance of the Building Principal, the Custodian coordinates and performs environmental service tasks, cleaning and maintenance of school buildings, mechanical repairs, support services for day and evening school activities, boiler observation and evening security for their assigned school in the Becker School District.

II. MAJOR/ESSENTIAL FUNCTIONS/RESPONSIBILITIES

**% of
Time**

- | | |
|------------|--|
| 25% | Inspect, analyze, and determine the cleaning work to be done and the materials needed. Determine best methods for maintaining all building systems including hot water and steam boilers; HVAC systems; pool, security systems, and fire alarms; floor maintenance; cleaning and sanitizing bathrooms; mixing various cleaning and maintenance chemicals. Make inspections to note significant conditions. |
| 25% | Develop a schedule for repair and maintenance of equipment and classrooms such as repair of plumbing, heating, ventilation, and electrical equipment. Inspect and determine condition and/or note required repair for chairs, desks, and other school equipment, furniture, etc. |
| 25% | Perform minor maintenance to keep schools and classroom operational such as repair plumbing, heating, ventilation, and electrical equipment not requiring an outside contractor. Performs minor repairs to chairs, desks, chair glides and other school equipment, furniture, replace light bulbs, etc. |
| 5% | Provides support services for all day and evening activities such as student assemblies, parent teacher conferences and sporting events according to work shift. |
| 5% | Maintain building security; test and reset fire alarms. Opens or closes building as necessary.. Maintain inventory of supplies and equipment; order supplies. |
| 5% | Check boilers, gauges and pumps to ensure proper orientation, add oil to pumps or turn off pumps as necessary. Refer operational problems to Director of Buildings and Grounds. |
| 10% | Other duties as assigned. |

III. Education Required: High school diploma or general education degree (GED). Vocational training in a related area.

IV. Experience Required: Three – five years of prior related work experience preferred.

V. Certification/Licensure Required: Chief Engineer – Grade C license. New hires must obtain a Chief Engineer- Grade C license within their first 24 months in the position. Pool operator license may be required. Valid Class C MN Drivers License

VI. Knowledge, Skills and Abilities Required: Technical: Knowledge of requirements of maintaining school buildings in a safe, clean and orderly condition. Knowledge of modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets furniture, walls and fixtures. Knowledge of cleaning equipment, tools, materials and supplies used in custodial work. Ability to operate power maintenance equipment. Ability to observe and report safety hazards and determine need for maintenance and repair. Knowledge of safety procedures related to blood borne pathogens, hazardous materials and chemicals, and confined spaces. Knowledge of safe operation of boilers, lock system security, and water treatment. Ability to diagnosis, trouble shoot and repair a wide range of systems and equipment. Language: 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 before groups of customers or employees. Mathematics: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply basic algebra and geometry. Human Relations: Requires skill and persuasion in dealings with others both in and outside the organization. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and negotiate with other representatives. Information Technology: Demonstrates and models personal productivity skills such as: electronic communication; online searches of electronic databases; and Internet navigation including vendor sites and product research and ordering; word processing and spreadsheet applications

VII. Physical Effort Required: Standing and walking 90% of the time. 25% of the time involves: twisting, bending, stooping, climbing stairs and lifting requirements of up to 50 pounds often. 25% of the time, involves: crouching, pulling, pushing, climbing ladders, twisting while lifting, extended reaches of 20 pounds overhead and lifting of 50 to 100 pounds with mechanical assistance.

VIII. Working Conditions Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition to regular attendance, the requirements listed above are representative of the characteristics

necessary to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.