



SCHOOL DISTRICT U-46
JOB POSTING
PLANT OPERATIONS
HIGH SCHOOL MAINTENANCE CUSTODIAN – GROUP 8

To: All Staff

From: Human Resources

Re: NOTICE OF POSITION OPENING

Title: High School Maintenance Custodian – Group 8
Larkin High School; Tuesday – Saturday 6:00am – 3:00pm

Effective Date: ASAP

Reports To: Director of Plant Operations, Coordinator of Custodial Services, and Building Principal, or designee.

POSITION GOAL:

The primary purpose of this position is to assist in the day-to-day operations of the assigned building under the supervision of the building administrator, the Coordinator of Custodial Services and the Head Custodian, including responsibilities for proper operation and repairs of building equipment and mechanical systems, providing custodial support for school events during the Saturday shift and provide staff and students with a safe, clean and comfortable environment in which to learn.

A WRITTEN TEST WILL BE GIVEN.

PERFORMANCE RESPONSIBILITIES:

1. Custodial duties, including, but not limited to mopping, sweeping, floor stripping and waxing, carpet cleaning, restroom cleaning and maintenance, ceiling tile and light replacement, univent and filter changes, furniture repair and assembly/adjustment, locker repairs, minor painting, trash removal, graffiti removal, daily and special even set ups, daily breakfast and lunch program set up and clan up.
2. Assumes the role of the Head Custodian during periods of his/her absence.
3. Responsible to check and log building systems daily and notify Head Custodian and/or Plant Operations of problems.
4. Available to work anytime for building emergencies, break-ins, fire and security alarms. Ability to asses and take appropriate measures to secure the building, notify appropriate staff, and make it operational.
5. Responsible for monitoring and completing work orders and supervisor requests through computerized work order and email systems.
6. Assume general responsibility for building mechanical systems, maintenance and cleanliness, scheduling with Plant Operations major maintenance problems.
7. Shared responsibility for swimming pool operation and maintenance, including water treatment and testing, proper operation of pumps and filters and cleaning.
8. Assist Maintenance and/or Grounds staff as needed.
9. Work as a team member with high school crew and contract cleaners/supervisors to insure building needs are met.
10. Grounds upkeep, including snow removal and salting, and landscape.
11. Responsible for snow and ice removal before and after hours during the winter months.
12. Performs other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

1. Must pass a written skills test to qualify for an interview and to determine knowledge of building mechanical systems, plumbing, electrical and safety procedures.
2. Strong interpersonal skills and ability to work cooperatively and effectively with adults, students, and the various publics that use the facility.
3. Must be cooperative, congenial and service-oriented.
4. Ability to work independently and as a team with minimal direction to resolve issues.
5. Ability to read and write English, and perform field related math calculations.
6. Ability to record and maintain computer and written records.
7. Basic computer knowledge and knowledge of computer assisted HVAC systems.
8. Experience in swimming pool operations and maintenance. Preferred holder of valid State of Illinois swimming pool operator's license.
9. Must hold a current stationary engineers license.
10. Possess supervisory ability in organizing and leading a crew.
11. Possess thorough knowledge of the methods, material and equipment used in building care and cleaning.

12. Ability to operate, troubleshoot, and perform maintenance and repairs on mechanical and building equipment, including but not limited to temperature controls, boilers, air conditioning and air handling equipment.
13. Experience with all types of electric service and the ability to troubleshoot, and perform minor repairs.

EXPERIENCE:

1. Three years experience in maintenance operations and custodial related duties.
2. Knowledge in maintenance trades and abilities to perform minor repairs.
3. Working knowledge and understanding of school building mechanical systems.

Comments: The knowledge, skills and abilities listed above are typically acquired through levels of education and experience listed. However, any equivalent combination of education and/or experience, which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the position, may be acceptable.

ENVIRONMENTAL CONDITIONS:

1. Public contact requiring appropriate uniform as required by the District.
2. Frequent work at fast paced with unscheduled interruptions.
3. High noise level in mechanical areas and boiler rooms.
4. Will work seasonally in warm/humid and conditions and in cold/wet conditions.
5. Handling and exposure to various cleaning chemicals used in the field.

PHYSICAL DEMANDS:

1. Ability to sit, stand, walk, and stoop for extended periods of time.
2. Must be able to lift 75 pounds.
3. Ability to work on ladders.
4. Ability to push/pull 100 pounds.
5. Ability to work in inclement weather.
6. Overall good physical health and ability to perform related custodial duties.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary and benefits as established by the Board of Education.
This is a bargaining unit position.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

INTERNAL APPLICATION DEADLINE:

October 1, 2013

APPLICATION PROCESS:

Applications should be submitted online at <http://www.u-46.org>.

Questions concerning this posting should be directed to Wendy Benjamin at (847) 888-5000, ext. 5028.

Bargaining Unit Members who are interested in this position should submit a bid form to Human Resources Office, with copies to Plant Operation and Union Steward by the application deadline.

NONDISCRIMINATION NOTICE:

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, gender, age, national origin, ancestry, marital status, unfavorable discharge from the military, disability, or any other legally protected status in accordance with applicable legal requirements. The Non Discrimination Coordinator is the District's Chief Legal Officer or designee who can be reached at 355 East Chicago Street, Elgin, IL 60120, (847) 888-5000, ext. 5305.