QUALIFICATIONS

- Ability to read and write effectively.
- Physically capable of performing manual labor.
- Good verbal communications and human relation skills.
- Basic knowledge of heating, ventilating and air conditioning systems.
- Demonstrated supervisory ability.
- Readily accessible by telephone.
- Means of transportation in order to respond when called.
- A willingness to work overtime as required in cases of emergency.

ESSENTIAL JOB FUNCTIONS

- Cleans bathrooms, floors, walls, ceilings and ceiling fixtures in assigned areas using appropriate manual or power equipment; and replaces expendable supplies as required.
- Collects and transports trash in large mobile receptacle.
- Performs seasonal outside activities such as lawn and shrub care, sidewalk, parking lot, as well as snow and ice removal.
- Receives, unloads, locates and relocates school supplies and materials without the use of power equipment.
- Evaluates and trains night staff; secures building at the end of the day.
- Schedules all building service activities so as not to interfere with after school curricular or extra-curricular activities.
- Coordinates school facilities utilization as directed by the Building Service Manager, i.e., dances, Parks and Recreation, meetings, etc.
- Assists staff and students in achieving the purposes of the school.
- Advises the Building Service Manager of repair and maintenance action required.
- Keeps the Building Service Manager informed of problems requiring action and follow up to insure action is taken to alleviate such problems.
- Maintains all logs and records as required.
- Performs minor repairs to school equipment within available resources.
- Inspects facilities and grounds as directed by the Building Service Manager to insure that all equipment is operating properly and that safety, sanitation and security standards are being maintained.
- Recommends disciplinary action to the Building Service Manager when building service personnel are performing in an unsatisfactory manner.
- Performs related duties as directed and/or required for the normal operation of the school.
EDUCATION AND WORK EXPERIENCE

- High School Diploma.
- Minimum of one year previous experience in facilities/building maintenance or related trade.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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