



Job Title: Campus Steward 3 - High School

Department: Facilities & Operations

Reports To: Custodial Supervisor

Classified Salary Range: 15

FLSA: Non-Exempt Classified

Purpose

To create and maintain safe, clean, and functional learning and working environments for students, staff, and the public at the High School level. The Campus Steward serves as a liaison between the building and the Facilities & Maintenance Staff to ensure that all facilities and building systems operate efficiently and meet district, state, and legal standards.

Essential Duties and Responsibilities

- **Leadership**
 - Lead and participate in the maintenance and repair of a High School and grounds (including classrooms, hallways, restrooms, playgrounds, and public spaces) to ensure they are clean, safe, secure, and in good repair.
 - Assign and coordinate tasks to staff and monitor their execution, ensuring that high standards are maintained for cleanliness and functionality.
 - Provide guidance and training to Custodial staff to ensure consistency in procedures and quality of work.
- **Facility Maintenance**
 - Perform or oversee routine maintenance and repair tasks for district buildings, equipment, and systems as needed, ensuring that work is done safely and efficiently.
 - Perform regular cleaning tasks such as sweeping, mopping, vacuuming, dusting, and disinfecting surfaces.
 - Work independently and as a team leader to arrange physical spaces, equipment, and materials in a way that supports effective learning, working, and public use of facilities.
 - Accurately report significant issues in a timely manner to supervisors or the maintenance team when applicable.
 - Monitor and maintain cleanliness and organization of custodial closets, storage areas, and supplies.
- **Building Systems & Safety**

- Monitor and report regarding the operation of building systems (e.g., HVAC, electrical, plumbing) ensuring they meet district specifications and legal standards.
 - Lead emergency response activities by ensuring that emergency response systems, equipment, and procedures are in place and function correctly to maximize safety during emergencies. Participate in fire drills, lockdowns, and other safety-related events.
 - Serve as a member of the building and district safety teams, ensuring all emergency procedures are followed in critical situations such as natural disasters, lockdowns, or evacuations.
 - Ensure compliance with safety protocols, reporting issues or potential risks to appropriate district personnel.
 - **Collaboration and Support**
 - Collaborate with school and district personnel to manage day-to-day operations of the facility, ensuring that all tasks are completed efficiently and align with the needs of students and staff.
 - Communicate effectively with staff, students, and the public, both orally and in writing.
 - Foster a positive and collaborative working environment by providing direction and support to staff and other stakeholders.
 - Serve as a primary point of contact for building staff, addressing maintenance requests promptly and professionally.
 - Serve as a primary point of contact for Trades staff regarding maintenance requests that have been submitted on behalf of the building.
 - **Student Support**
 - Support supervision of students in non-classroom settings as assigned, promoting a safe environment in alignment with district expectations.
 - **Additional Duties**
 - Participate in district meetings and professional development opportunities to stay updated on safety protocols, procedures, and new technology or equipment.
 - Provide other related services or support as assigned by supervisors or district administration.
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General Performance Requirements

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.

- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
 - Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
 - Respect confidential information and the privacy of students, staff, and parents.
 - Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
 - Develop job skills necessary to meet changes in the position.
 - Maintain personal appearance and hygiene appropriate to the position as defined by the district.
 - Meet applicable district physical ability/health and safety guidelines for the position.
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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.

- Knowledge of building systems, facilities management, and maintenance procedures, typically obtained through successful completion of Campus Steward training or equivalent experience.
- Demonstrated ability to take on greater responsibilities.
- Strong decision-making and problem-solving skills, particularly when responding to emergencies or resolving maintenance issues.
- Ability to independently plan, organize, and complete tasks while leading the work of others.
- Ability to lead a team effectively, assigning tasks and ensuring that work is completed to district standards.
- Excellent communication skills, with the ability to provide clear directions and feedback, and collaborate with a diverse range of individuals.
- Ability to understand the building/program's goals and carry out work assignments in a manner that supports these goals.
- Ability to implement district procedures for safe operation of building systems.
- Ability to interact effectively and collaboratively with individuals and groups of all ages.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain accurate records, such as maintenance logs, inventory tracking, or compliance reports.
- Ability to use office equipment and technology.
- Ability to understand and follow the school/program's student behavior policy to manage student behavior effectively outside a classroom setting.

- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.
 - Ability to obtain specialized training and/or certification as required (e.g., First Aid, safety certification, building system certifications).
 - Ability to meet the physical demands of this position with or without reasonable accommodations.
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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.

- Regularly required to talk and hear, stand, walk (including on uneven surfaces), reach above shoulder height, and use hands to handle or feel objects, tools, or controls.
 - Must be able to remain on your feet and move throughout the building for the duration of the shift, which may involve extensive walking and physical activity.
 - Frequent lifting of 10–50 pounds, occasional lifting of over 50 pounds (with assistance).
 - Must be able to ascend and descend ladders and stairs, perform tasks that involve bending, stooping, kneeling, twisting, and crouching.
 - Potential exposure to hazardous conditions such as fumes, airborne particles, and toxic chemicals, as well as outdoor weather conditions.
 - Regular work in high or regulated spaces and near moving mechanical parts.
 - Visual requirements include the ability to see clearly at both close and distant range, and to adjust focus as necessary.
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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 indoors and outdoors, in school facilities and grounds.
- The role may involve exposure to wet, humid, or extreme conditions.
- The employee frequently works near mechanical parts, moving equipment, and electrical equipment.
- Noise level is moderate to occasionally high.
- The position requires the ability to ascend and descend stairs and ladders and to work in high or regulated spaces when necessary.
- The employee may be exposed to bodily fluids and waste while performing duties.

- Travel among district facilities as needed; if driving, the ability to meet district driving standards.
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Additional Information

- Successful applicants may be required to complete a pre-employment physical examination to confirm their ability to perform the physical demands of the role without risk to themselves or others.
 - The ability to work evenings, weekends, or irregular hours may be required for event setups, special cleaning, or emergencies.
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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 (or the position itself) at any time as it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature: _____

Date: _____

Campus Steward 3 - High School

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature