

CUYAHOGA HEIGHTS LOCAL SCHOOL DISTRICT

CUSTODIAN

Formerly Custodian: First Shift / Second Shift / Building & Grounds / Pool Operator (Adopted 1977; Revised 1999, 2003; Consolidated and Revised 2026)

Education: High school diploma or GED equivalent.

Required: BCI/FBI background check (renewed every five years per ORC §3319.39 and §3319.391); completion of all annual Public School Works training; working knowledge of electrical wiring, pneumatics, plumbing, carpentry, lighting, roofing, masonry, and drywall.

Licenses: Boiler Operator License; valid CDL with school bus endorsement; drive school bus as assigned. Additional licenses (Certified Pool Operator, Pesticide Applicator) may be required based on building assignment.

Reports To: Maintenance Supervisor; Superintendent; Administrator; or Designee

Work Schedule: 260 days; 8 hours per day plus one-half hour lunch; shift as assigned

Salary Schedule: Custodian Salary Schedule, Article XXXIII

FLSA Status: Non-Exempt, Hourly

Bargaining Unit: CHASE

Preferred: Experience with building automation/energy management systems; Certified Pool Operator; Pesticide Applicator License; three or more years of custodial or facilities experience.

Duties

The following duties represent the full scope of responsibilities within the Custodian classification. Specific duties performed by each employee are determined by building assignment, shift, and operational need. All listed duties are within the scope of this classification and may be assigned to any employee in this classification at any time. Individual duty assignments may be adjusted based on the employee's current certifications, completed training, and physical capability as documented through applicable processes. Such adjustments do not alter the scope of the classification.

- Maintains a good attendance and punctuality record.
- Shows respect at all times in language and actions to school personnel, pupils, and visitors, and cooperatively works with others productively.
- Exhibits initiative in job performance; reports job operation irregularities to appropriate personnel.
- Follows school policy, safety procedures, rules, and regulations.
- Checks with Maintenance Supervisor for work to be done.
- Maintains a neat and appropriate appearance.
- Follows up on job responsibilities.
- Maintains and keeps tools and equipment in good condition, and cleans up the work area.
- Assists other custodians as needed and requests help of other custodians as needed.
- Maintains, repairs, and refurbishes all school property, as directed.
- Maintains the school's HVAC system; performs routine maintenance on fans, motors, belts, and pulleys.
- Checks belts on fan motors; oils and cleans univents and motors at regular intervals; cleans filters at the proper times.
- Responsible for the proper functioning of all main switches and valves; is familiar with the location of all branch lines, service lines, and switches.
- Keeps fan room clean and free of combustible materials.
- Checks feed pumps and air compressors daily; oils and cleans them when needed.
- Keeps boiler room clear of papers, trash, and other flammable materials; wipes all motors.
- Checks air conditioner units and kitchen refrigeration units.

- Monitors and maintains building automation/energy management systems; recognizes and responds to irregularities.
- Resets fire signal equipment after each drill and reports any irregularity to principal and Maintenance Supervisor.
- Makes all general repairs as needed on all equipment and furniture.
- Opens and/or secures buildings daily, including operation of alarm and security systems; checks all doors and windows.
- Responds quickly to gas, electric, and water shutoffs when needed.

Grounds and Exterior

- Performs all regular preventive maintenance on lawn, tractor, and outdoor equipment.
- Maintains all school property including grounds, fencing, signage, and exterior areas to ensure safety and appropriate appearance.
- Performs snow removal as directed.
- Performs regular preventive maintenance of all outdoor water lines and valves.
- Prepares annual inventory of outdoor supplies.
- Applies pesticides and herbicides as assigned (Pesticide Applicator License required for this duty).

Pool Operations

- Maintains proper pool water chemistry, temperature, and water levels; maintains daily accurate records of pool water chemistry. (Certified Pool Operator License required for this assignment.)
- Operates and maintains pool filtration and chemical systems daily.
- Sanitizes locker rooms, pool office, dressing rooms, and pool deck daily.
- Vacuums pool floor, cleans pool deck, and maintains pool facility equipment.
- Inspects and maintains plumbing, electrical, and mechanical systems in pool complex including crawl spaces and rooftop equipment.

Events and General

- Coordinates and supports setup and teardown for evening activities, school events, and co-curricular programs.
- Provides on-site facility support during evening and weekend events as assigned.
- Keeps Maintenance Supervisor informed of all cleaning and maintenance supply needs and inventory levels.
- Takes initiative to improve job performance by taking trade classes and licensure courses.
- Drives school bus as assigned.
- Performs all other related duties as may be assigned.

Equipment Operated

Equipment operation is based on assigned responsibilities and required licensure. Training will be provided before operation of specialized equipment.

- Performs all duties of the Senior Cleaner classification.
- Hand and power tools including drills, saws, grinders, and utility knives.
- HVAC components including fans, motors, belts, univents, feed pumps, and air compressors.
- Boilers, boiler room systems, and associated controls (Boiler Operator License required).
- Building automation and energy management systems.
- Pool filtration, chemical treatment, and mechanical systems (Certified Pool Operator License required for this assignment).
- Alarm, security, and fire signal systems.
- Lawn tractor, mowers, and outdoor grounds maintenance equipment.
- Snow removal equipment.

- Pesticide and herbicide application equipment (Pesticide Applicator License required for this duty).
- Pressure washing equipment.
- Ladders and elevated work platforms as assigned.
- School bus and school van (valid CDL with school bus endorsement required).
- Other power tools, mechanical equipment, and vehicles as assigned, following completion of required district-provided training.

Training Requirements

Public School Works: All assigned modules required annually. Failure to complete within established deadlines may result in disciplinary action.

License Renewals: Timely renewal of all required licenses (Boiler Operator, CDL, Certified Pool Operator, Pesticide Applicator) as assigned. Failure to maintain required licensure may result in reassignment or disciplinary action.

CDL/DOT Compliance: Completion of all required DOT physical examinations, drug and alcohol testing, and CDL-related training on the schedule required by federal regulation.

Emergency Preparedness: Participation in all building-level safety drills, emergency exercises, and crisis team training as scheduled.

Equipment and Systems: Completion of district-provided training on building automation systems, new equipment, and safety systems as implemented. Training on specialized equipment provided before independent operation.

Additional Professional Development: As assigned by the Maintenance Supervisor or Superintendent, including trade classes and licensure coursework encouraged as part of ongoing professional growth.

Evaluation

Performance will be evaluated in accordance with Board Policy 4200, applicable provisions of the Ohio Revised Code, and the negotiated agreement between the Board and CHASE. Evaluation criteria are aligned with the duties outlined in this job description.

Physical Requirements

- Ability to stand, walk, bend, stoop, kneel, and reach for extended periods.
- Ability to lift and carry up to 40 pounds independently; use of a cart, dolly, or second employee is recommended for loads exceeding 40 pounds.
- Ability to climb ladders and work from elevated positions as assigned.
- Ability to work in confined spaces, mechanical rooms, crawl spaces, and elevated or below-grade areas.
- Ability to work outdoors in all weather conditions for extended periods.
- Ability to respond to after-hours building emergencies and work overtime or irregular hours as required.

Working Conditions

Indoor and outdoor environment with frequent exposure to mechanical systems, cleaning chemicals, dust, noise, heat, cold, and all weather conditions. Regular work in mechanical rooms, boiler rooms, fan rooms, crawl spaces, and elevated areas. Potential exposure to communicable diseases and bloodborne pathogens. Regular after-hours and weekend work to support building events, activities, and emergency response. Exposure to pool chemicals and pool facility environments as assigned. Must be available to respond to after-hours building emergencies. Exposure to emotionally charged situations when interacting with students, staff, or members of the public.

Acknowledgment

My signature below indicates that I have received and reviewed a copy of this job description and understand the duties and expectations of the position.

Employee Name (Print)

Employee Signature / Date

Supervisor Name and Title (Print) / Signature / Date

Board Adopted: April 27, 2026

Supersedes: Custodian (First Shift), Custodian (Second Shift), Custodian (Building & Grounds), and Custodian (Pool Operator) job descriptions (Adopted 1977; Revised 1999, 2003).

Applicable to All Classifications

Equal Employment Opportunity

The Cuyahoga Heights Local School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, military status, ancestry, genetic information, or any other legally protected category in its employment practices or educational programs, in accordance with Title VI, Title VII, Title IX, Section 504, the ADA, ADEA, and applicable Ohio law. Inquiries regarding the District's non-discrimination policies may be directed to the Superintendent's office.

Reasonable Accommodations

The Cuyahoga Heights Local School District is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and Ohio Revised Code Chapter 4112. Employees or applicants who require accommodations to perform the essential functions of any position or to participate in the application process should contact the Superintendent or designee to initiate the interactive process.

Disclaimer

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. The Cuyahoga Heights Board of Education reserves the right to modify duties and responsibilities as needed to meet district operational requirements, consistent with the collective bargaining agreement. Nothing in this job description creates an employment contract or alters the terms of the collective bargaining agreement between the Board and CHASE.