

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Custodian / Groundskeeper	Department: Buildings and Grounds
Reports to: Building Principal Director of Buildings & Grounds, Grounds Lead	FLSA Status: Non-Exempt
Band/Grade/Subgrade:	Bargaining/Work Unit: Local 70
Tier/Lane: CUST2	Position Last Updated: April 2022

SECTION II: JOB SUMMARY

Under general supervision, perform cleaning and grounds keeping tasks utilizing various equipment to care for all the district facilities and grounds. You may be assigned to work at different buildings depending on the needs of the district.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Maintain buildings in a state of cleanliness and order. Maintain District grounds and athletic facilities to District Standards.
Percent of Time:	100%	

Tasks involved in fulfilling above duty/responsibility:

- Performs regular custodial duties such as mopping, sweeping, dumping trash, cleaning glass, vacuuming, cleaning and disinfecting restrooms, changing light bulbs etc.
- Locks and un-locks doors in building according to scheduled activities
- Set-up and clean-up for special events
- Shovels snow and / or removes ice as required
- Performs exterior cleaning duties such as sweeping sidewalks, picking trash etc.
- Moves furniture and equipment as needed
- Responds to School Dude work orders
- Responds to the needs of building occupants and users
- Performs grass cutting, landscape work, trimming
- Maintains irrigation systems
- Prepares fields for athletic events
- Operates plows, commercial mowers athletic field equipment etc.
- Performs daily assigned tasks such as delivers mail to office, puts out trash container and recycle cardboard cart, unlocks designated areas, and any other assigned duties
- Ability to recognize hazards and take safety precautions to eliminate them or report to supervisor for action
- Responds to emergencies as needed

Other duties as assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated personal dependability / regular attendance
- Able to operate commercial grade equipment associated with custodial and grounds operations
- Demonstrated mechanical aptitude and abilities
- Conflict management skills
- Ability to work positively with other building employees and Groups
- Knowledge of standard tools, materials, methods and practices involved in building maintenance and grounds
- Basic computer skills
- Demonstrated knowledge of established procedures for OSHA, Fire Marshal, and building maintenance
- Able to follow oral and written directions
- Able to read and understand Material Safety Data Sheets (MSDS)
- Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships
- Demonstrates an appreciation of diversity in all interactions and job functions
- Lifting/Carrying – Up to 10 lbs. Consistently – Up to 40 lbs. Frequently – Up to 75-100+ lbs. Occasionally
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school education or its GED equivalent.
- State of Minnesota driver's license with no restrictions
- State of Minnesota Boilers License – Special Class "C" preferred
- OSHA Standard, Right To Know, Blood Borne Pathogens (provided upon hire)
- Electrical – Licensed Unlicensed certification preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Previous experience in building maintenance
- Previous experience in a commercial grounds setting preferred
- Previous experience setting up and marking athletic fields preferred

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	F
Walking	C	Up to 25 pounds	F		
Sitting	O	Up to 50 pounds	O		
Talking in person/on the phone	O	Up to 75 pounds	O	Toxic chemicals	O
Pushing/Pulling	C	Up to 100 pounds	O	Moving parts	C
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	O
Stooping (bend at waist)	C	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	F
Distinguishing smell	O			Sight	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.