

# **LORAIN CITY SCHOOLS**

## **JOB DESCRIPTION**

**TITLE:** Class IV Custodian (High School)

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each performance responsibility 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.

- \* High School Diploma or GED
- \* Have a minimum of five (5) years' experience in plant/school building operations and maintenance; cleaning methods and procedures; repairs; fire alarm and intrusion systems; heating and ventilation.
- \* Knowledge of commercial electrical and plumbing
- \* Knowledge of commercial heating and ventilation systems;
- \* Knowledge of fire alarm and intrusion systems;
- \* Exhibits a personality that demonstrates interpersonal skills to relate well with students, staff, administrators, parents, and the community
- \* Have excellent integrity and demonstrate good moral character and initiative
- \* Have supervisory ability
- \* Planning and record keeping skills to maintain custodial schedules, ordering supplies, monitoring usage and overtime; completing monthly reports
- \* Valid Ohio driver's license.
- \* Ability reading and working from blueprints.
- \* Knowledge of all areas of maintenance work, including a working knowledge of national, state, and local codes.
- \* Proficient in use of computer maintenance management systems
- \* Proficient in use of Micro Soft, Excel, e-mail and internet

**REPORTS TO:** Operations Manager or assigned Administrator.

**SUPERVISES:** Responsible for supervising and planning the cleaning and custodial staffs assigned work details including any other staff or personnel assigned.

**JOB GOAL:** To provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop. To keep all district systems and equipment in good working condition, increasing the life expectancy of all equipment and property. To improve the health and welfare standards of the facilities.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

### **PERFORMANCE RESPONSIBILITIES:**

#### **I. Essential Duties:**

- A. Maintain the proper operation and repair of building systems (plumbing, electrical, HVAC, etc.) and building furniture and equipment.
- B. Maintain the proper operation and repair of all mechanical and custodial tools and equipment, including routine inspections, cleaning, and maintenance.
- C. Perform all necessary grounds maintenance such as mowing, weeding, shrubbery maintenance, snow and ice removal, salting, and debris and waste removal.
- D. Responsible for conducting a weekly roof inspection to insure clearing of roof drains and inspection for defects in all roof surfaces, and inspection of the operation of all roof top equipment.
- E. Responsible for maintaining building, grounds, equipment, etc. in a safe, sanitary and hazard free condition.
- F. Responsible for the supervision of all phases of the duties performed by the custodial and cleaning staff, with inspections of the cleaning work performed.
- G. Responsible for receiving, checking and distribution of building deliveries.
- H. Responsible for setting up and taking down of furniture and equipment needed for any school activity or event.
- I. Responsible for maintaining an adequate inventory of cleaning, maintenance and custodial supplies and equipment.
- J. Responsible for maintaining accurate written records and reports.
- K. Be skilled in the care and use of tools and equipment assigned.
- L. Duties may be performed independently or as part of an integrated team.
- M. Perform other duties as may be assigned. It is understood that duties may be assigned not related to custodial work.
- N. Coordinates with building Principal and or Building Manager to ensure all planned building activities are prepared in accordance with the needs of the event.
- O. Ability to provide reasonable precautions to protect materials, equipment and Facilities.
- P. Completes all required reports timely.

## II. Physical & Environmental Responsibilities:

- A. Required to stoop, kneel, crawl, lift, carry, push, pull, climb, balance, walk, sit and reach.
- B. Ability to operate and use all types of tools and equipment normally used for building and grounds maintenance and repair.
- C. Ability to operate assigned vehicle in all types of climatic conditions.
- D. Ability to maneuver body to shift, brake, and steer assigned vehicle.
- E. Potential exposure and handling of automotive fuels, fluids and lubricants.
- F. Ability to hear accurately, corrected or uncorrected.
- G. Ability to see, corrected or uncorrected
- H. Ability to speak and be understood.
- I. Potential exposure to human blood, bodily fluids, tissue, or other potentially infectious materials.
- J. Ability to perform duties with light to heavy noise.
- K. Potential exposure to unruly students or adults.
- L. Potential exposure to all hazards associated with construction and building maintenance.
- M. Potential exposure to outside weather conditions.

## III. OHSA Responsibilities :

- A. Knows and uses safe work procedures.
- B. Recognizes job hazards and takes proper precautions to assure personal, fellow employee, and public safety.
- C. Informs supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
- D. Actively participates in all District sponsored safety programs and training sessions.
- E. Immediately reports accidents, injuries, and near misses to supervisor.
- F. Reports to work in a condition to be able to perform duties safely.
- G. Follows school district's Safety Plan.

**TERMS OF EMPLOYMENT:** As determined by negotiated agreement. **Vacancies filled: best qualified; preferred applicants within the Sheet Metal Workers Union**

**EVALUATION:** Annually by Operations Manager and/or assigned Administrator.

**FLSA: Non-exempt**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.