

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Custodial & Maintenance Technician
Category:	Classified; Bargaining Unit eligible; FLSA applies.
Contract:	Initial one-year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy.
Compensation:	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
Education/Degree:	High school diploma or equivalent
Reports to:	Director, Business Operations and Human Resources
Supervises:	N/A
Job Goal:	Under general supervision, and in keeping with District-wide sustainability efforts, performs maintenance and repair of custodial and select District equipment, furniture and facilities; performs routine custodial work; and performs related work as required.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">• Demonstrated record of regular attendance, attention to detail, and quality performance.• Experience in building and grounds operations.• Ability to initiate and complete work orders.• Ability to multi-task and meet deadlines.• Valid driver's license with clean driving record.• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.• Alternatives to the above as approved by the Governing Board.

PERFORMANCE RESPONSIBILITIES:

1. Performs routine custodial work such as: vacuuming, shampooing and spot cleaning carpets; removing trash in accordance with established procedures; cleaning, disinfecting and stocking paper and supplies in restrooms, locker rooms, childcare center, health occupations facilities and other facilities as required.
2. Services and maintains equipment in the Custodial Department; performs electrical and mechanical repairs on Custodial equipment.
3. Schedules, coordinates, directs and performs routine and comprehensive custodial maintenance of assigned facilities.
4. Reports and responds to emergency calls for custodial assistance.
5. Prepares sites for special District events; sets up and takes down furniture and equipment for a wide variety of District or community events.
6. Participates in set-ups and moves of offices by disconnecting and reinstalling safety devices before and after move.
7. Repairs, maintains and installs furniture and select equipment for general student and staff use; may reconfigure modular office furniture systems to meet individual ergonomic needs.
8. Diagnoses, troubleshoots and repairs minor to moderate plumbing and electrical problems; maintains automatic electric doors; replaces a variety of light bulbs, fluorescent tubes, ballasts and lighting accessories in areas of confined space.

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9. Installs classroom equipment such as shelving, maps, chalkboards, boards; paints workspaces after a move or relocation as requested.
10. Installs and monitors pest-control devices; constructs barriers to help contain pest infestations.
11. Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
12. Purchases supplies and parts for equipment and furniture requiring repair.
13. Operates power equipment such as pressure washer, hand and power tools and District vehicles.
14. Performs preventative maintenance in and around facilities.
15. Any other duties assigned by the Superintendent.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Follow all policies, rules, and regulations of the ESCEO.
2. Is regular and prompt in attendance.
3. Seeks opportunities to improve skills and grow professionally.
4. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
5. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
6. Provides quality service to both internal and external colleagues and customers.
7. Seeks opportunities to participate as a productive member of ESCEO, school district, and other committees and teams.
8. Generates internal and external support for ESCEO services.
9. Represents the ESCEO and its service schools with professionalism at all times.
10. Demonstrates at all times integrity and ethical behavior.
11. Responds quickly to directions for improvement from supervisors.
12. Maintains confidentiality in all job-related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid state-issued driver's license and reliable transportation.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communicate.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 100 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____