

# Washington Township Schools

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[www.msdwt.k12.in.us](http://www.msdwt.k12.in.us)



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at [www.msdwt.k12.in.us/careers](http://www.msdwt.k12.in.us/careers).

## JOB DETAILS

<b>Job Title</b>	Custodial/Maintenance
<b>Education</b>	High School Diploma or Equivalent
<b>Location</b>	J. Everett Light Career Center
<b>Work Schedule</b>	6:30am – 3:00pm
<b>Calendar Length</b>	Year round
<b>FLSA Classification</b>	Hourly, Non-exempt
<b>Salary/Hourly Rate</b>	\$21.14/hr (\$43,971 annually)
<b>Benefits</b>	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

## JOB EXPECTATIONS & REQUIREMENTS

### Position Purpose / Description

The Custodian/Maintenance position is responsible to the Custodial Manager and/or the Building Administrator in charge of Custodial personnel. Responsibilities include:

- The proper operation of all mechanical equipment.
- The routine servicing, oiling, and minor repair of all equipment.
- Replace lighting as necessary throughout the building.
- Maintaining building plumbing systems to include restroom facilities faucets, urinals, water coolers, etc.

- Prepare grounds for winter conditions to include salting and plowing of snow.
- Informing the Custodial Manager of any repairs that may require additional assistance from the District Maintenance Department.
- Continually inspecting floors, walls, windows, furniture, equipment, rest-rooms, fans, roof, roof drains, grounds, and outside equipment to ensure that the entire school plant is at all times properly cleaned, maintained, and in good working order.
- The Custodian/Maintenance technician may be asked to perform custodial duties or grounds keeping duties as assigned. These may include regular custodial cleaning, event set-ups and maintenance or repair of any outside equipment on school grounds.
- Serves as Custodial Lead in the absence of the Custodial Manager.
- Performing a variety of work assignments as assigned by the Custodial Manager, District Maintenance, and/or Principal.
- Respond to requests from staff on the radio when custodial manager is gone or not available.
- Other duties as assigned.

#### Knowledge, Skills, and Abilities

- Candidates must be able to work efficiently and effectively at a fast pace and exhibit good attendance. The ability to communicate effectively with various publics including students, parents, teachers, administrators, staff and outside and public agencies is essential.

#### Education

- High School Diploma or equivalent

PHYSICAL REQUIREMENT	<b>PERCENT OF TIME</b> Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Very Frequent

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to carry 25 pounds	Often
Amount to lift 25 pounds	Often
Amount of force to push/pull up to 25pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Seldom
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Often
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Occasional
Ability to reach in all directions	Very Frequent
Climbing	Very Frequent
Overhead work	Very Frequent

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.