

Job title	<i>Building Maintenance / Custodial Manager PHS</i>
Exempt	<i>No</i>
Salary	<i>Per the Classified Conditions of Employment</i>
Location	<i>Plymouth High School</i>
Reports to	<i>Director of Facilities and Maintenance & Assistant Director of Maintenance</i>

Job purpose:

To supervise, direct, and participate in the performance of all custodial, maintenance, and groundskeeping activities throughout Plymouth High School.

Duties and responsibilities: *Other duties may be assigned*

- Coordinate custodial staff schedules to cover weekly building activities.
- Assist in the development of plans for continuous improvement in the building.
- Complete assigned Help Desk work orders.
- Attend evening activities when necessary.
- Be familiar and utilize maintenance manuals provided by suppliers relative to proper settings, maintenance, and operation of all equipment.
This includes equipment such as:
 - Boiler and burner operational equipment
 - Air-conditioning equipment
 - Food service equipment
 - Domestic water circulating systems and mixing valves
- Diagnose plumbing, electrical, and mechanical problems, then make necessary repairs as needed.
- Observe all laws and standards set forth under OSHA and AHERA.
- Keep all tools and equipment in good working order.
- Perform outside landscaping duties, such as mowing, trimming shrubs, trash clean up, snow removal and salting walks.
- Maintain workplace privacy.
- Maintain positive relationship with all stakeholders.

Qualifications:

- Education
 - High school diploma or equivalent plus vocational training and/or diesel training or one to two years related experience and/or training or equivalent combination of education and experience.
- Certificates, Licenses, Registrations
 - Valid state driver's license – operator permit.
- Language and Mathematical Skills:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisor and other employees of the organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to complete rate, ratio, and percent and to draw and interpret bar graphs.

- Reasoning Abilities:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

- Ability to communicate effectively
- Basic computer skills

Direct reports:

- Plymouth High School custodial staff

Working Conditions:

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

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.
- The noise level in the work environment is usually moderate to loud.

Physical requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

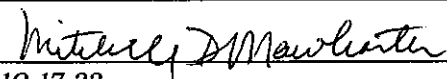
- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 50 (fifty) pounds repeatedly. Employee must be able to climb a 6', 12', and 14" ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Terms of Employment:

- As per the Classified Conditions of Employment

Evaluation:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Approved by:	
Date approved:	10-17-22
Reviewed:	10-17-22