

**CLASSIFIED EMPLOYEES
SHAWNEE MISSION PUBLIC SCHOOLS
POSITION DESCRIPTION**

POSITION TITLE: Custodian - Grounds/Maintenance, High School

DIVISION: District Operations

DEPARTMENT: Operations & Maintenance

DAYS SCHEDULED: 260 Days

REPORTS TO: Building Manager

I. GENERAL DESCRIPTION

Responsible for routine campus maintenance including minor building repair, equipment control, equipment preventative maintenance, grounds maintenance, landscape maintenance, heating and air conditioning operations, and housekeeping. Must be able to work any shift and/or any days, due to the event of inclement weather and/or emergency; however position is assigned to the second shift daily.

II. EXAMPLES OF DUTIES AND RESPONSIBILITIES

- A. Performs routine daily maintenance and upkeep of facility, including skilled, routine maintenance and grounds work, and operation of heating and air conditioning systems.
- B. Assists in the operation and repair of building mechanical systems including, but not limited to, observing proper daily operation, repair/replacement of belts and filters, inspection/cleaning of condenser coils, observing temperature and humidity conditions.
- C. Ability to assess and perform minor plumbing repair including, but not limited to, faucet repair/replacement, flush valve rebuild/replacement, and trap replacement.
- D. Ability to assess and perform minor electrical repair including, but not limited to, outlet and switch replacement, ballast and lamp replacement, and equipment battery replacement.
- E. Performs minor carpentry including, but not limited to, door adjustments/repair, flooring repair/replacement, and furniture assembly/repair.
- F. Responsible for minor repair and preventative maintenance of custodial cleaning equipment.
- G. Performs lawn care and snow removal as needed.
- H. Prepares building and grounds for school and lease activities.
- I. Performs athletic field maintenance and marks fields for competition.
- J. Performs any other general custodial/maintenance duties as assigned by Head Custodian.
- K. Other duties as assigned.

III. TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

- A. At least two years experience in custodial, general maintenance, and/or grounds maintenance work.

- B. Ability to follow written and verbal instructions.
- C. Must be able to operate and maintain operations and maintenance equipment including, but not limited to, lawn mowers, scrubbers, snow blowers, heating & air conditioning systems, and any other equipment designated by the Custodial Supervisor.
- D. Must be able to climb, stoop and bend, and must be in good health and physical condition. Must be able to access remote areas of buildings, including unstable surfaces, and areas with construction debris; may need to be able to climb ladders and scaffolds, crawl through tunnels and other limited access areas. Must be able to stand for extended periods of time.
- E. Must be able to lift and carry 50 pounds of equipment or supplies.
- F. Should possess minimum maintenance skills concerning plumbing, electrical systems, and carpentry.
- G. Should possess ability to safely mix and apply appropriate chemicals.

In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.