

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

POSITION TITLE: Day Custodian, High School

DIVISION: District Operations **DEPARTMENT:** Operations & Maintenance

DAYS SCHEDULED: 260 Days

REPORTS TO: Head Custodian

I. GENERAL DESCRIPTION

Responsibility for routine building maintenance, grounds maintenance, heating and air conditioning operations, and regular custodial work in a senior high school. Must be able to work any shift and any days; however, most work is performed during the first 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. Prepares building and grounds for school activities, and outside groups' use of facility.
- C. Performs any other general custodial/maintenance duties as assigned by Head Custodian.
- D. Other duties as assigned by Head Custodian.

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, floor machine, 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.
- E. Must be able to lift and carry 50 pounds of equipment.
- F. Should possess minimum maintenance skills concerning plumbing and electrical systems.
- G. Should possess ability to safely mix and apply appropriate chemicals.