



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Night Foreperson / Engineer, Class IV- B</i>	Department / Building: <i>Operations / Various Secondary Sites</i>
Reports to: <i>Coordinator of Facilities and Site Operations</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: <i>B22</i>	Bargaining/Work Unit: <i>Custodial</i>
Position Last Updated: <i>11/2012</i>	Next Position Description Update: <i>11/2015</i>

SECTION II: JOB SUMMARY

To coordinate the activities of the night custodial staff and assist in the maintenance, cleaning and upkeep of assigned building(s) and grounds to ensure a condition of operating excellence in order to provide a quality education, in a safe and clean environment for all staff, students and community members.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Custodial
Percent of Time:	40%	

Tasks involved in fulfilling above duty/responsibility:

- Teams with the Head Engineer to provide effective leadership to custodial staff assigned to the B and C shifts.
- Provides work direction and coordinates the activities of assigned custodial staff including the assignment of tasks and the resolution of problems, ensuring the timely completion, keeping the Head Engineer informed.
- Provides instruction to custodians on safe and efficient methods of cleaning and maintenance.
- Cleans assigned areas of school building, including such tasks as removing trash, vacuuming, sweeping, scrubbing sinks and counters, and cleaning windows, in accordance with established cleaning standards.
- Cleans school and office furniture and fixtures including, but not limited to, desks, tables, chairs, and lockers, in accordance with established cleaning standards.
- Operates all types of power floor machines, scrubbers, wet and dry vacuums and carpet maintenance machines.
- Open and secure building in accordance with established schedule.
- Recognize and eliminate unsafe conditions or report them to supervisor for action.
- Performs general sidewalk care and upkeep of grounds, which may include trash removal, snow removal and/or mowing and trimming.
- Continuously monitors facilities and grounds to ensure compliance with district standards for site appearance and safety.

Duty/Responsibility No:	2	Statement of duty/responsibility: Maintenance and Building Systems Monitoring
Percent of Time:	35%	

Tasks involved in fulfilling above duty/responsibility:

- Performs routine maintenance and monitors building HVAC, electrical and plumbing systems for efficient and proper operation on assigned shifts, including boiler operations, air handling units, plumbing systems, structure integrity, and equipment operation.
- Ensures compliance with an effective program of preventive maintenance and safety including routine checks of safety equipment, such as fire extinguishers, exiting lighting, etc.
- Performs maintenance and ensures safe operation of the swimming pool, including monitoring of chemicals, water temperature and pumps.
- Performs general repair or replacement of motors, belts, and filters and does re-lamping as required.
- Performs general repairs on or replacements of furnishings and fixtures.
- Perform minor building maintenance including painting.
- Adjusts HVAC, lighting, and access controls to accommodate building usage.

Duty/Responsibility No:	3	Statement of duty/responsibility: Special Projects
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Serves as the main back up to the Head Engineer.
- Assists the Head Engineer to facilitate and oversee building usage for organized groups and building rentals and provides assistance to building and district staff, and community members who rent facilities.
- Set up / take down for activities at the school.
- Performs other job related duties as requested or assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of district policies and procedures.
- Ability to read and understand labels and comprehend operating directions.
- Understanding of, and ability to comply with, local laws for storage and disposal of trash, rubbish, hazardous waste, and flammable liquids.
- Demonstrated mechanical knowledge, skill and ability sufficient to perform equipment maintenance and repair in a timely and efficient manner.
- Familiarity with current custodial and maintenance practices.
- Skill and ability to operate commercial cleaning equipment, including but not limited to, floor scrubbers, carpet extractors, vacuum cleaners, burnishers, etc.
- Ability to maintain and make minor repairs to buildings.
- Basic plumbing and electrical knowledge.
- Ability to work independently and cooperatively and effectively communicate with students, staff and community members.
- Ability to set priorities, handle multiple tasks and take direction from multiple sources.
- Ability to climb ladders and work on scaffolds.
- Ability to monitor delegated activities and motivate others to perform their job well.
- Ability to promote a positive attitude and create a team approach for custodial and maintenance services.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school education or its GED equivalent.
- Post high school or vo-technical training in a related field preferred.
- Current State of Minnesota issued boilers license appropriate to the building assigned.
- Certified Pool Operators certificate (CPO), or ability to obtain six months.

SECTION VI: EXPERIENCE REQUIREMENTS

- Two years custodial experience in an educational setting preferred.
- Supervisory experience preferred.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

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

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	C	Up to 25 pounds	F		
Sitting	O	Up to 50 pounds	F		
Talking in person/on the phone	O	Up to 75 pounds	O	Toxic chemicals	F
Pushing/Pulling	O	Up to 100 pounds	O	Moving parts	F
Hearing	O	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes	F
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	O
Crouching, crawling, kneeling, squatting	F			Extreme heat (non-weather)	O
Stretching/reaching with hands & arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	C
Distinguishing smell	O			Sight	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	O
Traveling by automobile	O			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F