

SAINT PETER INDEPENDENT SCHOOL DISTRICT NO. 508
JOB DESCRIPTION

TITLE: Custodial Engineer (Full or Part-Time)

QUALIFICATIONS: High School Diploma, or equivalent. At least a special class "C" boiler license. Possess or willing to obtain within six (6) months and a minimum of sixteen (16) hours AHERA operations and maintenance certificate.

REPORTS TO: Operations and Maintenance Supervisor

JOB GOAL: Provide students and employees with a safe, attractive, comfortable, clean, and efficient place in which to learn and work.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have proficient knowledge in the following areas:
 - a. Knowledge of standard cleaning procedures, chemicals, products and equipment.
 - b. Knowledge of Material Safety Data Sheets.
 - c. Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
2. Must demonstrate the following skills:
 - a. Team building
 - b. Decision making skills.
 - c. Problem solving skills.
 - d. Effective verbal and listening communication skills.
 - e. Time management skills.
 - f. Ability to work with little or no supervision.
3. Ability to maintain strict confidentiality in performing their duties and must demonstrate the following attributes:
 - a. Be honest and trustworthy.
 - b. Be respectful.
 - c. Possess cultural awareness and sensitivity.
 - d. Be flexible.
 - e. Demonstrate sound work ethics.
 - f. Be quick to meet the unexpected and sometimes unpleasant needs of the District.

PERFORMANCE RESPONSIBILITIES:

1. Daily – 70%

- a. Maintain and care for the school buildings and equipment which includes, but is not limited to, assisting with cleaning, laundry, maintenance, and checking of boilers and other minor and major equipment.
- b. Report to the building head custodian any acts of vandalism, any evidence of deliberate littering, and any behavior that is demeaning of the custodian.
- c. Assist with the general security of the building by assuming the responsibility for the opening and closing of the building each school day and determining before leaving that all doors and windows are secured and all unnecessary lights are turned off.
- d. Assume responsibility for fire prevention and general safety of the personnel and building.
- e. Be responsible for and perform duties in compliance with all local, state, and federal health, safety and environmental regulations.
- f. Other duties as assigned by the supervisor related to the job goal.

2. Regularly – 20%

- a. Assist the operations and maintenance supervisor in the maintenance and preparation of facilities and fields for indoor and outdoor activities.
- b. Advise the building head custodian when the requisition of supplies is needed and assist with the equipment and maintenance of inventory.

3. Occasionally – 10%

- a. Assist with plumbing, electrical work, carpentry, painting, and other major general construction, remodeling, and repairs.
- b. Maintain and care for school grounds, which includes, but is not limited to, making major adjustments and repairs of grounds-keeping equipment, removal of snow from sidewalks and driveways and spreading sand or salt to prevent slipping, collecting and disposing of leaves and refuse.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disability.

WORKING CONDITIONS:

1. This is a physically demanding position. Must be able to spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture.

2. Works with dangerous and toxic cleaning products on a daily basis. These products can be very harmful to ones health if not properly utilized.
3. Regularly has to clean up blood, saliva and other bodily fluids that are unpleasant to deal with. The condition of washrooms is often unpleasant.
4. Often the use of equipment and/or school activity will mean exposure to various noise levels.
5. Stress can be caused by the condition of washrooms and by coming across unpleasant situations.

TERMS OF EMPLOYMENT:

1. The terms and conditions of employment shall be in compliance with the master agreement with the district.

EVALUATION:

1. Performance of this job will be evaluated annually according to district practice or provisions of board policy on evaluation.

APPROVED BY:

_____ **DATE** _____

REVIEWED AND AGREED TO:

_____ **DATE** _____

REVIEWED BY THE BOARD OF EDUCATION AND/OR SUPERINTENDENT:

11-8-77
9-11-78
10-15-79
11-17-80
9-20-82
9-16-85
1-12-95
10-12-10