

## **Maintenance, Grounds, and Custodian Job Description**

Reports to: Building Administrator

Approved: May 13, 2015

Revised: February 12, 2019

Reviewed: October 21, 2019

### **Qualifications, Skills, and Abilities:**

1. High School Diploma or equivalent.
2. Has a driver's license and excellent driving record.
3. Ability to perform long periods of standing, walking, climbing, stooping, kneeling, bending, and twisting at the neck and trunk, moving furniture, pushing/pulling items such as tables, bleachers, and scrubbing machines, frequent lifting of objects weighing up to fifty (50) pounds and occasionally move objects weighing up to ninety (90) pounds, and climbing ladders.
4. Minimum experience in maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, and proper handling of hazardous materials, electrical, and plumbing.
5. Knowledge of building codes, federal and state law, administrative rules, and Board policy pertaining to fire and safety.
6. Ability to respond to a wide variety of institutional situations and emergencies at any time, including fire alarms, heat, access, transportation, refrigeration, and safety problems that arise.
7. Works well under pressure and deadlines
8. Works well with students, staff, and the community.
9. Excellent interpersonal, communication, and organizational skills.
10. Maintain confidentiality of staff and students.

### **Job Summary:**

To oversee the maintenance, grounds and custodial operations of school facilities and ensure a safe, clean, and comfortable school environment. To maintain the physical grounds in an excellent condition so that full use of grounds are available at all times and are aesthetically pleasing to staff and the general public.

### **Major Duties and Responsibilities:**

1. Performs cleaning and janitorial duties, and grounds maintenance.
2. Reports needs for major repairs to Principal or Superintendent.
3. Keeps janitor's room neat and orderly, and orders supplies and materials in a timely manner.
4. Mows and trims lawn and hedges. Cleans snow from entrances and sidewalks.
5. Responsible for sanitation of school including but not limited to bathrooms and drinking fountains.
6. Responsible for checking school for safety hazards and repairing any deficiency.
7. Responsible for daily maintenance of heating system and schedules annual

- cleaning of boiler and chimney.
8. Responsible for annual cleaning of buses and bus facility prior to school starting in the Fall.
  9. Uses all equipment in a safe and prudent manner.
  10. Does minor repairs on equipment and furniture.
  11. Uses cleaning equipment and products safely and effectively on a regular schedule. Assures that all products are labeled clearly and kept locked.
  12. Makes monthly checks of all fire extinguishers in the school and the bus barn.
  13. Be on-call and available for maintenance emergencies such as but not limited to floods, sewage back-ups, heating issues, etc.
  14. Ensure that all federal and state law, administrative rules, and Board policy pertaining to plan maintenance and operation, fire, safety, and the environment are followed.
  15. Assist in updating safety and security plans and procedures for drilling, managing and responding to school emergencies.
  16. Act as the designated safety person for the district, and be responsible for all safety inspections for buildings according to local, state, and federal guidelines.
  17. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and arranging for specialist to attend to major repair needs.
  18. Move furniture or equipment within the building as required for various activities and as needed.
  19. Keep buildings and premises, including sidewalks, roof drains, driveways, and play areas neat and clean at all times.
  20. Perform other duties as assigned.

**Evaluation:**

Performance of this position will be evaluated annually by the Building Administrator in conformance with federal and state law, administrative rules, and Board policy.

**Note:**

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification. With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as "at-will" employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law).

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code

may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:

I.C. § 33-512

Governance of Schools

I.C. § 33-1210

Information on Past Job Performance