

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Custodian

Department: Custodial/Maintenance

Highest Percentage of Duties/Responsibilities: Maintenance/Repair & Grounds

Exempt Status: Non-Exempt

**Reports To: Building Head Custodian
and Principals**

Date: November 6, 2014

Approval: Assistant Superintendent

JOB SUMMARY: Provide custodial and maintenance support for the School District buildings, grounds and equipment in order to provide a clean, safe and healthy learning environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

65% Maintenance/Repair & Grounds

- A. Perform routine preventative maintenance upkeep on equipment.
- B. Perform minor repairs and maintenance.
- C. Assist with major repairs and maintenance.
- D. Monitor boiler operation and report any concerns.
- E. Maintain maintenance records and inventory.
- F. Order materials and supplies.
- G. Perform routine grounds upkeep including mowing, snow removal, picking up garbage and keeping entrances clean and free of obstruction, as needed.

25% Cleaning/Upkeep

- A. Clean, scrub, strip, seal, wax, buff, vacuum or sweeps floors, stairs, classrooms, gyms, locker rooms, libraries, offices, commons, hallways, restrooms and other designated areas.
- B. Respond to emergency cleanup situations.
- C. Keep the custodial/maintenance room clean and well maintained.
- D. Replace lighting as needed.
- E. Maintain building security: secure building, test and reset fire alarms, lock and unlock buildings, as necessary and perform other security tasks.
- F. Unload school supplies and equipment. Restock shelves with cleaning supplies.
- G. Clean all areas of building in summer months as directed.

10% Set up/Take down

- A. Set up buildings and grounds for special events and other activities as directed.
- B. Take down buildings and grounds for special events and other activities as directed.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Special boiler license preferred.
- Valid Minnesota driver's license preferred.

Experience:

- Previous custodial or other related experience preferred.

Essential Skills Required to Perform the Work:

- Ability to work safely at all times.
- Recognize and report safety hazards.
- Knowledge of proper cleaning techniques.
- Ability to follow written and verbal instruction.
- Ability to employ proper lifting techniques.
- Basic computer skills.
- Basic communication skills.
- Ability to work effectively in a team environment.
- Ability to meet deadlines.
- Organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to vary sequence of duties.
- Ability to perform arithmetic calculations (i.e. addition, subtraction, multiplication and division).
- Advanced mechanical repair abilities.
- Demonstrated knowledge of department equipment and procedures.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates hand tools and ladders.
- Operates cleaning equipment including buffers, carpet cleaners and floor machines.
- Operates basic grounds-keeping equipment including irrigation system, lawnmowers, weed eaters, shovels and rakes, snow blowers, as assigned.
- Operates computer and phone devices.
- Utilizes custodial department software program.

Supervision of Other Employees:

- This position does not provide supervision or work direction to any other District employees.

Physical Job Requirements:

- Position involves pulling, stooping, climbing, crawling and kneeling.
- Position involves extended periods of time on feet.
- Position involves frequent lifting up to 50 pounds and occasionally lifts 75 – 100 pounds.
- Position involves occasional climbing of ladders.
- Position involves occasional repetitive motion in performing tasks.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet strict deadlines.
- Position requires attention to detail.
- Position requires operating equipment that requires concentration.
- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes from more than one person.
- Position requires coordination of manual dexterity with visual attention (eye-hand coordination).

Working Conditions:

- Position works around dirt, dust, chemicals and fumes.
- Position involves occasional exposure to blood/bodily fluids.
- Position involves occasional exposure to extreme temperatures.
- Position involves occasional exposure to heights, confined spaces and mechanical equipment/moving parts.
- Position may require evening/night or weekend hours.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Provides a clean, safe, comfortable environment to make the students and staff proud of their school.
- Helps to promote safety and prevent accidents.
- Assists in securing building to prevent vandalism and theft.
- Identifies and reports maintenance problems.

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 a disability.