

MAINTENANCE, FULL-TIME, REGULAR JOB DESCRIPTION

Job Definition:

This is a routine, skilled/semi-skilled position involved with the maintenance of the school buildings and all its ancillary components. The goal is to provide an environment that is safe, healthy, and functional. While the nature of this position primarily deals with maintenance functions and related duties, it can be assigned to cleaning duties as the needs of the school dictates. This is a Monday through Friday position, 8 hours per day. The starting time is between 6:00 a.m. and 8:30 a.m. This position is assigned keys.

Qualifications:

1. Educational Ability: Requires knowledge usually acquired in four years of high school, vocational school or its equivalent.
2. Experience: At least two years experience in the operation, maintenance and cleaning of a school or related, comparable institution. Emphasis on maintenance related activities.
3. Physical Characteristics: On a daily basis for prolonged periods of time, the ability to stand and walk. On a daily basis and in moderate periods of time, the ability to climb stairs, kneel, bend, climb ladders and scaffolding, lift objects (some heavy), but not to exceed general safety limitations, repetitive motion involving arms and legs and ride in an elevator. Must be able to work indoors and outdoors under existing environmental conditions.
4. Communication Skills: Must be able to communicate, orally and in writing in a clear and concise manner.

Characteristic Duties:

This list is not all inclusive and is meant as an overview of routine and non-routine duties:

CLEANING & RELATED: Dust/damp mop floors, remove trash, move furniture, vacuum floors, aseptically clean lavatories and locker rooms, burnishing floors, unload trucks, detail cleaning, stripping floors, lock doors and related duties as assigned.

MAINTENANCE & RELATED: Maintain boilers and compressors, change filters, repair filters repair furniture, install fixtures, change lights and ballasts, repair machinery, shovel snow, trouble shoot HVAC problems, repair equipment, perform preventive maintenance, outdoor yard care and other related duties as assigned.

Adopted: March 3, 1997
Revised: March 15, 1999

DAY CUSTODIAN, FULL-TIME, REGULAR JOB DESCRIPTION

Job Definition:

This is a routine, manual labor position involved with the cleaning and maintenance of the school buildings. The goal is to provide an environment that is safe and healthy, and furnish such service within the schools instructional mission. While the nature of this position primarily deals with custodial functions and related duties, it can be assigned to maintenance duties as outlined. This is a Monday through Friday position, 8 hours per day. This position is assigned keys.

Qualifications:

1. Educational Ability: Requires knowledge usually acquired in four years of high school, vocational school or it's equivalent.
2. Experience: At least two years experience in the operation, maintenance and cleaning of a school or related, comparable institution.
3. Physical Characteristics: On a daily basis for prolonged periods of time, the ability to stand and walk. On a daily basis and in moderate periods of time, the ability to climb stairs, kneel, bend, climb ladders and scaffolding, lift objects (some heavy), but not to exceed general safety limitations, repetitive motion involving arms and legs and ride an elevator. Must be able to work indoors and outdoors under existing environmental conditions.
4. Communication Skills: Must be able to communicate orally and in writing, in a clear and concise manner.

Characteristic Duties:

This list is not all inclusive and is meant as an overview of routine and non-routine duties:

CLEANING & RELATED: Dust/damp mop floors, remove trash, move furniture, vacuum floors, aseptically clean lavatories and locker rooms, burnishing floors, unload trucks, take care of inter-building deliveries, detail cleaning, stripping floors, lock doors and related duties as assigned.

MAINTENANCE & RELATED: Change filters, install fixtures, change lights, minor repairs, shovel snow, maintain custodial equipment, paint, outdoor yard care and other related duties as assigned.

Adopted: May 27, 1997
Revised: March 15, 1999

NIGHT CUSTODIAN, FULL-TIME, REGULAR JOB DESCRIPTION

Job Definition:

This is a routine, manual labor position involved with the cleaning and maintenance of the school buildings. The goal is to provide an environment that is safe and healthy, and furnish such service within the school's instructional mission. While the nature of this position primarily deals with custodial functions and related duties, it can be assigned to maintenance duties as outlined. This is a Monday through Friday position, 8 hours per day. This position is assigned keys.

Qualifications:

1. Educational Ability: Requires knowledge usually acquired in four years of high school, vocational school or it's equivalent.
2. Experience: At least two years experience in the operation, maintenance and cleaning of a school or related, comparable institution. As this position has limited supervision, it requires the ability to make some independent decisions involving routine operations.
3. Physical Characteristics: On a daily basis for prolonged periods of time, the ability to stand and walk. On a daily basis and in moderate periods of time, the ability to climb stairs, kneel, bend, climb ladders and scaffolding, lift objects (some heavy), but not to exceed general safety limitations, repetitive motion involving arms and legs and ride an elevator. Must be able to work indoors and outdoors under existing environmental conditions.
4. Communication Skills: Must be able to communicate orally and in writing in a clear and concise manner.

Characteristic Duties:

This list is not all inclusive and is meant as an overview of routine and non-routine duties:

CLEANING & RELATED: Dust/damp mop floors, remove trash, move furniture, vacuum floors, aseptically clean lavatories and locker rooms, burnishing floors, unload trucks, take care of inter-building deliveries, detail cleaning, stripping floors, lock doors, painting and other related duties as assigned.

MAINTENANCE & RELATED: Change filters, install fixtures, change lights, minor repairs, shovel snow, maintain custodial equipment, paint, outdoor yard care and other related duties as assigned.

Adopted: May 27, 1997
Revised: March 15, 1999

CLEANER, SCHOOL-YEAR JOB DESCRIPTION

Job Definition:

This is a routine, manual labor position associated with cleaning of the school building and providing related service to the occupants. This can be a full or part-time position. The goal is to provide an environment that is safe and healthy and furnish such service within the school's instructional mission. The nature of this position primarily deals with cleaning and other related functions as the needs of the school dictate. This is a Monday through Friday position. The starting time is negotiable. This position may be assigned keys at the discretion of the administration.

Qualifications:

1. Education Ability: Requires knowledge usually acquired in two years of high school, vocational school or it's equivalent.
2. Experience: At least two years experience in cleaning or janitorial duties in a school or related, comparable institution.
3. Physical Characteristics: On a daily basis for prolonged periods of time, the ability to stand and walk. On a daily basis and in moderate periods of time, the ability to climb stairs, kneel, bend, climb ladders and scaffolding, lift objects (some heavy), but not to exceed general safety limitations, repetitive motion involving arms and legs and ride an elevator. Must be able to work indoors under existing environmental conditions.
4. Communication Skills: Must be able to communicate orally and in writing in a clear concise manner.

Characteristic Duties:

This list is not all inclusive and is meant to be an overview of routine and non-routine duties:

CLEANING & RELATED: Dust mop and damp mop floors, vacuum carpets, remove trash, move furniture, aseptically clean lavatories and locker rooms, shampoo carpets, detail cleaning, horizontal and vertical wiping and other related duties as assigned. This position is limited in scope to routine cleaning and not involving the usage of mechanical equipment.

OTHER DUTIES: as assigned.

Adopted: May 27, 1997
Revised: March 15, 1999