



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS	B/G DATE
B	2	1		March 2001

JOB TITLE	CONTRACT REFERENCE
Maintenance Technician	Custodians or Custodian Engineers

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Buildings and Grounds and Head Custodian	October 2016

JOB SUMMARY

The day shift custodian cleans and maintains the building facility and campus. The custodian shares the indoor building maintenance with the head custodian and may be assigned to prepare the outside grounds for school activities.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	<ul style="list-style-type: none"> Substitutes as the Head Custodian in the absence of the immediate supervisor. 	5%	N/B
2.	<ul style="list-style-type: none"> Under the direction of the building head custodian the day custodian is responsible for building housekeeping, removal of trash from the grounds, building security, and for general clean up after all building functions and for those groups renting the facilities. 	10%	A1
	<ul style="list-style-type: none"> Cleans and maintains classrooms, offices, furniture, gymnasiums, cafeteria, kitchen, meeting rooms, daycare rooms, restrooms, locker rooms, and hallways on a daily basis. Works with the kitchen to help with trash removal and floor cleaning. Responds to calls from office during shift for custodial services. 		A1
	<ul style="list-style-type: none"> Responsible for floor finish stripping and application of fresh finish, carpet spotting and extraction, dusting of flat surfaces, window washing, vacuuming, wet and dry floor mopping, painting, minor building repair, light replacement, and grounds clean up. 		A1

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	<ul style="list-style-type: none"> Operates and maintains custodial equipment such as floor machines, carpet extractors, vacuum cleaners, and outdoor equipment. Sets up and takes down bleachers, special furniture and equipment for school activities, and other building and group functions. 		A1 N/B
3.	<ul style="list-style-type: none"> Responsible for the preparation of grounds and athletic fields for school activities. This includes having the knowledge of correct athletic field layouts for state high school activities, and the ability to use a paint liner, lawn equipment, dump and sand truck, chalk liner, and any other outdoor equipment to complete the task 	25%	B2
4.	<ul style="list-style-type: none"> Under direction of the Head Custodian is responsible for the repair and general preventative maintenance of all heating, plumbing, pneumatic, electrical and pool equipment for the facility. Responsible for repair and maintenance of all building furniture and equipment. Monitors steam and hydronic systems during shift to ensure heating systems are operating properly. Informs Head custodian of system problems. 	50%	A1/B2 B2 A1
5.	<ul style="list-style-type: none"> Performs sidewalk snow removal and outdoor grounds maintenance. 	5%	A1
6.	<ul style="list-style-type: none"> Under the direction of the Head Custodian, the custodian is responsible for emergency repairs, alarm calls, and electric and gas energy interrupt calls. Informs Head Custodian of areas of building and grounds that are in need of repair. Informs the Head Custodian of the depleted inventory of supplies needed for building housekeeping. All other duties as assigned 	5%	A1 A1 A1 N/B

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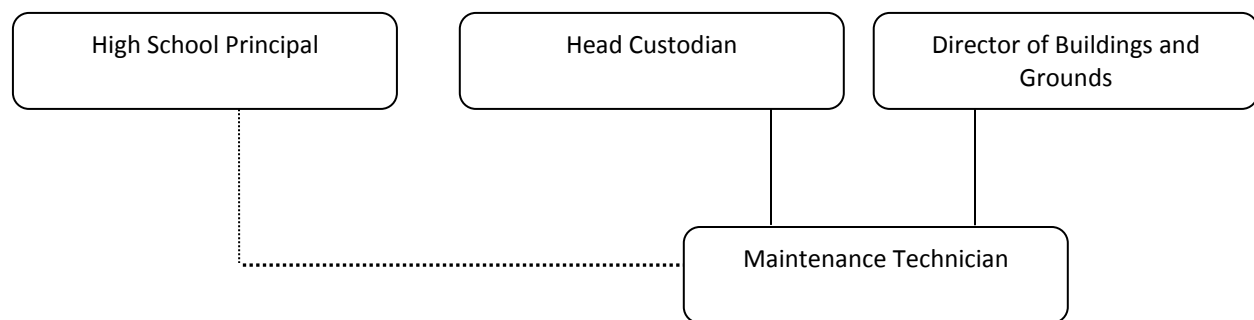
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QUALIFICATIONS (Specific training or job experience required before appointment)

1. High School diploma
 2. Minnesota Second Class C Boiler License
 3. A Certified Pool Operators license (if working in building with pool)
 4. Experience with operation and repair of boilers and its apparatus, heating, ventilating, and air conditioning equipment, minor plumbing and electrical repair, pneumatic controls, and energy management systems
 5. Ability to build positive working relationships and communication skills with internal and external customers
 6. Ability to perform position responsibilities including physical factors, work devices, and materials handling of fifty pounds, and basic computer skills
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ORGANIZATIONAL RELATIONSHIPS**SYMBOLS**

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

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Not to exceed 40 hours per week.