

JOB DESCRIPTION

JOB TITLE:	Full-Time Night Custodian	DATE CREATED:	October 30, 2014
CATEGORY:	Buildings and Grounds	DATE REVISED:	
DEPARTMENT:	Buildings and Grounds	BLS CODE:	37-1011
REPORTS TO:	Director of Buildings and Grounds	FLSA STATUS:	Non-exempt
PAY GRADE	Custodian Level 1 – B&G:2	HPE:	B&G:CUS

POSITION OBJECTIVE:

Maintain school buildings and grounds to ensure a safe and healthy environment for students, staff, and the public. Responsible for performing preventative maintenance on all school mechanical equipment.

PRIMARY RESPONSIBILITIES:

1.	Provide oversight and direction part-time custodial employees and/or third party administrator's custodial employees.
2.	Ensure school property is properly maintained which includes cleaning, painting, replace flooring, repairing furniture and equipment, and changing light bulbs.
3.	Perform preventative maintenance and troubleshoot needed building repairs such as plumbing; electrical ballasts, switches and outlets; and HVAC systems.
4.	Remove scrap and refuse, maintain recycling program – cans, cardboard, paper, etc.
5.	Set up and take down of special events, graduation, sport activities, etc.
6.	Inspect and maintain school playground equipment.
7.	Test and chemically treat swimming pool as needed.
8.	Maintain school building and grounds' schedule and prepare and submit the appropriate billing.
9.	Maintains inventory and recommends purchase of cleaning supplies, tools, and equipment.
10.	Remove snow and ice on school grounds and sidewalks, maintain grounds and landscaping.
11.	Notify the Director of Buildings and Grounds of equipment and facilities needing repair or replacement.
12.	Other duties as assigned.

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CORE COMPETENCIES:

•	Strong written and verbal communication skills with the ability to follow instructions and work with little supervision;
•	Critical thinking and problem solving skills with the ability to exercise independent thinking and make decisions within prescribed boundaries;
•	Time management, organizational, and prioritization skills with the ability to manage multiple tasks with frequent interruptions;
•	Engage in life-long learning, positively represent the district at all times, and have a commitment to public service.

REQUIRED QUALIFICATIONS:

•	High School diploma or equivalent;
•	Valid State of Wisconsin driver's license with a clean driving record;
•	Basic mechanical aptitude;
•	Working knowledge of computers, internet, email, etc.

PREFERRED QUALIFICATIONS:

•	CPR Certification;
•	Training as first responder;
•	Pool operator's license;
•	Direct digital controls system experience;
•	Prior supervisory experience.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

•	While performing the duties of this job, the employee is frequently required to talk, stand, walk, hear, smell, and use hands to finger, handle or touch objects, tools, or controls. The employee is regularly required to climb or balance, stoop, squat/kneel, crouch or crawl, reach above shoulders, and use foot/feet to operate machines.
•	The employee must frequently lift and/or move up to 35 pounds and regularly lift and/or move 60 pounds. The employee is required to occasionally lift and/or move up to 105 pounds while carrying garbage, cleaning equipment, and shoveling snow. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
•	While performing the duties of this job, the employee is occasionally exposed to wet, humid, outdoor conditions, toxic or caustic chemicals, and extreme cold temperatures.

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This document describes general information about the position and is not designed to, nor should, be considered as comprehensive. School District of New Berlin reserves the right to modify job duties or descriptions at any time. This document does not confer any employment rights.

Note: