

INDEPENDENT SCHOOL DISTRICT JCT 728
ELK RIVER, MINNESOTA
JOB DESCRIPTION

JOB TITLE: Custodian - Ivan Sand Community School

CLASSIFICATION: Custodian

REPORTS TO: Manager of Facilities, Supervisor
of Buildings and Grounds, and/or
Site Administrator

DATE REVISED: March 2007

PURPOSE: The Custodian - Ivan Sand Community School assists in providing a neat, clean, safe, and attractive learning environment by performing custodial duties through oral and/or written instructions by the Manager of Facilities, Supervisor of Buildings and Grounds, or site Administrator. Incumbents supervise, direct, and assign duty hours to regular employees and additional part-time, temporary, seasonal, or student employees assigned to them by the Manager of Facilities, Supervisor of Buildings and Grounds, and/or site Administrator.

DUTIES AND RESPONSIBILITIES:

1. Perform all duties normally associated with the position of custodian; i.e., scrubbing, vacuuming, waxing, treating, polishing, dusting, sweeping and washing of all walls, floors, ceilings, doors, wardrobes or cabinets, furniture, blackboards, erasers and other equipment to ensure a safe and clean environment.
2. General maintenance and repair of equipment in the building to meet School District needs.
3. General maintenance and repair of playground areas to meet School District needs.
4. Reporting and elimination of hazards observed; correct as necessary to ensure a safe environment.
5. Conservation of fuel, electricity, water, and equipment by observation and correction of improper operation of equipment or systems to meet School District needs.
6. Lock and unlock buildings according to the schedule for the area. Coordinate card access schedule needs with responsible party
7. Maintain building cleanliness throughout the school day by regular policing of hallways, restrooms, entryways, etc.
8. Responsible for the operation, cleaning, and maintenance of unique equipment and/or systems such as but not limited to boilers, cooling towers, geo-thermal systems, heat pump systems, irrigation systems, septic or sewer systems, swimming pools, water chiller systems, wells, etc.
9. Utilize FMS to monitor building conditions and equipment operation. Utilize scheduling abilities to maximize efficiency/comfort
10. Responsible for the cleaning and maintenance of buildings of five thousand (5,000) square feet to one hundred fifty thousand (150,000) square feet in size.
11. Supervise and provide work direction to occasional, part-time, temporary, seasonal or student employees so that work is completed in a timely and efficient manner.
12. Make periodic inspections, as needed, to ensure the proper operation and cleanliness of the building and grounds.
13. Maintain records and instructs employees on health and safety issues.
14. Prepare and submit reports as required.

15. Other job related duties as assigned.
16. Provide oversight to contractors/vendors performing services in the building or on the grounds
17. Coordinate events/activities with Community Ed, Activities Directors, Administration, program providers
18. Communicate repair needs with supervisor
19. Coordinate lockdown/evacuation needs with Administration; maintain life-safety/security systems.

MINIMUM QUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. Posses and maintain valid driver's license, with class stipulated by the School District.
3. Posses and maintain valid appropriate certifications and licenses, as stipulated by the School District and/or local, state or federal regulatory agencies, in order to maintain and operate building equipment and/or systems.
4. Be able to read, understand and write instructions associated with the equipment and supplies used and prepare reports required of the position.
5. Ability to work outside or inside in all weather conditions.
6. Must be a self-starter and able to produce work with minimum supervision.
7. Must be willing and able to work hours other than the regular shift as needed including overtime assigned to the employee, such as weekends, holidays, boiler checks, Community Education programs, etc.
8. Regularly able to lift objects in excess of fifty (50) pounds.
9. Ability to climb ladders or other climbing apparatus to a minimum height of twelve (12) feet.
10. No allergies to chemicals.
11. Pass physical examination, if required.
12. Knowledge of Facility Management System (FMS) desirable.
13. Ability to supervise and give work direction to student workers, community service crews, temporary workers.
14. One (1) to three (3) years experience as a Lead Custodian desirable.
15. Basic computer skills desirable; e-mail, word processing, internet
16. Basic understanding of HVAC systems; ability to troubleshoot mechanical/electrical systems